

Graduate Program in Plant Pathology – Bylaws

Washington State University

Department of Plant Pathology, CAHNRS

Last Revised: September, 2013 (all-state faculty meeting); approved by GSC 10/13/2013; information item to Faculty Senate 10/24/2013.

## **ARTICLE I: Objectives**

- A. The Plant Pathology graduate program educates graduate students seeking to earn a Master of Science (M.S.) and/or Doctor of Philosophy (Ph.D.) in Plant Pathology.
- B. Plant Pathology is the study of plant diseases caused by pathogens and environmental factors; it involves study in mycology, bacteriology, nematology, virology, disease physiology and biochemistry, molecular biology of host-parasite relationships, etiology, ecology and epidemiology of plant diseases, disease resistance, and integrated disease management including cultural, chemical and biological control.
- C. The mission of the Department of Plant Pathology is to provide leadership in instruction, extension, and research directed toward all aspects of plant pathology. Although the department's mission is strong focused on Washington State, work within the department has national and international impact. The mission is accomplished by providing quality graduate education, conducting applied and basic research for the state, the nation and the scientific community worldwide, and disseminating information through extension, scientific societies and international collaborations via print and electronic means. Because of its broad mission, the Department of Plant Pathology has strong interrelationships with all other plant- and biology-oriented departments and commodity groups within the state and nationally and internationally. The mission of the department reflects the strategic goals of Washington State University by advancing knowledge of plant pathology through creative research and scholarship, by extending that knowledge worldwide through the training of graduate students, and by applying the knowledge to protect the quality and quantity of the local and global food supply.

## **ARTICLE II: Membership**

- A. Faculty participating as members of the Plant Pathology graduate program may be WSU tenured and tenure track faculty or WSU adjunct faculty, subject to the limitations and definitions in this document. Tenured and tenure-track faculty are automatically granted Graduate Faculty status upon hire in the Department of Plant Pathology. Tenured and tenure track faculty in other academic units may apply through the process outlined in section B below. All adjunct Plant Pathology 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 M.S. and Ph.D. degrees in Plant Pathology are offered through the Pullman campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. Faculty situated at other locations, including the Research & Extension Centers in Mt. Vernon, Prosser, Puyallup and Wenatchee, and the University of Washington, Seattle support this program but these host units are not approved and authorized by the HECB to directly advertise and offer the degree as individual units.

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- b. Tenured and tenure track Plant Pathology Faculty at all agricultural research and extension centers and other affiliated university sites may participate equally in the Plant Pathology 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 are eligible to serve as graduate coordinator or graduate program committee members.
- 2. Graduate Faculty Participation
  - a. Graduate Faculty participation in Plant Pathology is independent and separate from academic department, school, or college affiliations.
  - b. All active members of the Plant Pathology Graduate Faculty are eligible to vote on program issues.
- 3. Disciplinary Expertise

Graduate Faculty within Plant Pathology must hold a PhD or equivalent degree in a field relevant to the discipline. In addition, they must have demonstrated disciplinary expertise in a field related to plant pathology as evidenced by scholarly publications, interest and experience in mentoring and teaching graduate students in this field, and relevant professional accomplishments.
- 4. Active Research Appropriate to Plant Pathology

Plant Pathology Graduate Faculty must be actively involved in research and graduate level education related to Plant Pathology as evidenced by activities and accomplishments including 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

USDA-ARS researchers appointed as WSU adjunct faculty may function in the same roles as WSU tenured and tenure-track faculty. USDA-ARS faculty members are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; supervise research; and act as graduate program committee members. Other non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active Plant Pathology Graduate Faculty and entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research. When serving as a co-chair of a student committee they must collaborate in this role with a tenured or tenure-track or USDA-ARS faculty member who is also an active member of the Plant Pathology Graduate Faculty.
  - b. External to WSU

Professionals who are not WSU faculty may participate as Graduate Faculty in Plant Pathology if they are first officially approved as adjunct faculty for WSU. Adjunct faculty members who are approved as active Plant Pathology Graduate Faculty are entitled to

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act as co-chairs or members of graduate student committees; teach graduate courses; and supervise research. They may not serve as student committee chairs; Graduate Coordinators; or as Plant Pathology graduate program committee members.

### 6. Individual Committee Members Internal to WSU

Individuals not participating officially as Graduate Faculty within the Plant Pathology Program (for example, a faculty member from another program within WSU,) may be approved to serve as a thesis/dissertation committee member for an individual student 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 Plant Pathology Chair.

### 7. Individual Committee Members External to WSU

Individuals not participating as Graduate Faculty within any graduate program at WSU (for example, a faculty member from another university or research scientist from a research entity) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. To be awarded such status, the committee chair for that student should forward the name of the desired committee member together with curriculum vitae for that member to the Plant Pathology Chair. Following approval of the Plant Pathology Chair, the nomination will be forwarded to the Dean of the Graduate School for final approval.

## B. Application for Membership

1. Initial Graduate Faculty within Plant Pathology are listed in Section XI of this document.
2. Candidates for Graduate Faculty participation within Plant Pathology should be nominated by an existing Plant Pathology Graduate Faculty member, or may self-nominate. The nomination should include a letter of nomination and curriculum vitae for the nominee. The Plant Pathology Chair 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 to support a Plant Pathology graduate student through completion of the degree being sought by the student.
  - b. History of or willingness to participate as appropriate in administrative, teaching, or other functions of the Plant Pathology graduate program. This may include serving on graduate program administrative committees; serving as a thesis or dissertation committee member, chair or co-chair; or providing graduate level instruction.
  - c. Publication of peer-reviewed manuscripts in plant pathology or related disciplines.

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### C. Emeritus Participation

Emeritus faculty may participate in the Plant Pathology graduate program. Such participation includes teaching and graduate student committee service.

### D. Continuation of Active Membership

1. Graduate Faculty appointments to Plant Pathology will include periodic review for continuation of membership. Review will be conducted by the Plant Pathology Chair as part of the annual review process for tenured and tenure-track faculty. For adjunct and emeritus faculty, the Plant Pathology Chair will review graduate program participation in specified areas at 3-year increments. Evaluation will be based on contributions to graduate instruction, research and teaching. Contributions to the Plant Pathology graduate 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 Plant Pathology
  - b. Teaching or co-teaching a graduate course or seminar in Plant Pathology
  - c. Supervising research for graduate students in Plant Pathology
  - d. Serving in the administrative and committee structure of the Department of Plant Pathology
2. Faculty who do not make any of the contributions as stated in D.1. above to the Plant Pathology graduate program for three consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty members do not have voting rights. Initiation of any of these activities described in D.1. above will result in restoration of active Graduate Faculty designation.

### E. Discontinuation of Membership

An active or inactive Graduate Faculty member may request that his/her membership be discontinued. Faculty wishing reinstatement may reapply for membership following the process described in Article II section B.

### F. Membership Appeal Process

Faculty appeal of any membership decision in Plant Pathology must be made in writing to the Plant Pathology Chair within 30 calendar days of the decision. The appeal is determined by a majority vote of all active Plant Pathology Graduate Faculty (see Section IX for definition of a quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Plant Pathology Graduate Faculty vote.

## **Article III. Administration**

The Graduate Program Director will be the Chair of the Plant Pathology Department. Administration of the program and its activities is vested in the Plant Pathology Chair with advice from the Graduate Program Coordinator and Plant Pathology Graduate Faculty.

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#### **Article IV. Graduate Program Coordinator**

A. Graduate Coordinator Appointment Process

The Graduate Program Coordinator is selected by the Plant Pathology Department Chair from among eligible Graduate Faculty. Final approval of the Graduate Program Coordinator resides with the Dean of the College of Agricultural, Human and Natural Resource Sciences and the Dean of the Graduate School.

B. The term of service for the Graduate Program Coordinator is typically four years, and is eligible for reappointment with final approval of the deans following the process described in IV. A.

C. The Graduate Program Coordinator may be removed from office by a majority vote of all active Plant Pathology Graduate Faculty and with the approval of the deans as described in IV. A. above.

D. Duties of the Plant Pathology Graduate Program Coordinator include:

1. Assist the director in academic leadership for the graduate program
2. Implement policies for the program
3. Participate as chair of the Graduate Admissions Committee
4. Participate as chair of the Graduate Student Policies Committee
5. Serve in an advisory capacity to the Recruiting Committee
6. Advise faculty on submission of course or curriculum change or approval forms
7. Cooperate with the Plant Pathology Graduate Program Director on update of the department Graduate Student Handbook and other documents pertaining to the graduate program
8. Provide information to graduate students and faculty on graduate program requirements and Graduate School policies and procedures

#### **Article V. Committees**

Standing Committees Within the Plant Pathology Graduate Program

Graduate Student Policies Committee: Works with the Chair to develop and revise policies of the Department's Graduate program. All proposed policies are subject to approval by a majority vote of the Department's Graduate Faculty before they can be implemented (see Section IX for definition of a quorum). The committee consists of four to six members of the Plant Pathology Graduate Faculty, and is chaired by the Graduate Coordinator. Committee members serve a four-year term with renewal, and are selected by the Department Chair.

Graduate Admission Committee: Oversees admissions, including review of graduate applications. Composed of two members of the Plant Pathology Graduate Faculty and chaired by the Graduate Coordinator. Committee members serve a four-year term with renewal, and are selected by the Department Chair.

Curriculum Committee: Aids in the process of developing, reviewing, and revising the plant pathology graduate program curriculum. Composed of four to six members of the Graduate Faculty and one or

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more graduate students. All proposed curricular changes are submitted for majority vote by the active members of the Graduate Faculty (see Section IX for definition of a quorum). Faculty committee members serve a four-year term and graduate students serve one to two years. Committee members, including the committee chair, are selected by the Department Chair.

Recruiting Committee: Develops graduate student recruitment materials and participates in recruiting fairs and other relevant activities. Composed of four to six Graduate Faculty members and one or two graduate students. Faculty committee members serve a four-year term and graduate students serve one to two years. Committee members, including the committee chair, are selected by the Department Chair.

### **Article VI. Graduate Student Committees**

- A. The initial selection of, or subsequent changes to, a graduate student's committee shall be determined jointly by the student and the student's major 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 members for MS and four members for Ph.D. At least one member of a MS and two members of a Ph.D. committee should be both permanent WSU tenured or tenure track faculty and graduate faculty in Plant Pathology, and at least one member should be located on the Pullman campus.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.

### **Article VII. Student Representatives**

The Department Chair, upon recommendation of the Graduate Coordinator and president of the Plant Pathology Graduate Student Organization, appoints student representatives to committees. Graduate students serve on the Recruiting and Curriculum Committees, with term of service of one to two years. Student representatives on these committees have full voting rights. Graduate students are invited to attend selected events associated with the Plant Pathology biennial statewide faculty meeting. The Chair of any committee with student members must excuse the student representatives from meetings during discussions about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students. 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.

### **Article VIII. Graduate Faculty Meetings**

- A. The Plant Pathology Chair shall call Plant Pathology Graduate Faculty meetings as needed, but at least once per academic year. A written agenda will be provided in advance.
- B. Other meetings may be called at the discretion of the Plant Pathology Chair.

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- C. A special meeting of the Plant Pathology Graduate Faculty may be called by contacting the Chair, or by petition of 5 or more Graduate Faculty members.
- D. Communication of items of interest to all the graduate faculty, including notification of faculty meetings, will occur via e-mail. General Plant Pathology Graduate Faculty meetings shall be called with a minimum of 1 week's notice.
- E. Plant pathology graduate faculty located outside of Pullman, or Pullman faculty who are away from campus at the time of a general Plant Pathology Graduate Faculty meeting may participate by telephone conference call or video conference.

### **Article IX. Quorum**

All issues that require a vote of the graduate faculty must be voted on by at least 50% of the active Plant Pathology Graduate Faculty, and passage requires a positive vote of at least 50% of those Graduate Faculty members who cast a vote. Voting will be by e-mail ballot in most cases.

### **Article X. Amendments**

- A. The Plant Pathology Graduate Program Bylaws document shall be reviewed every fifth year by the Graduate Faculty, and annually by the Graduate Coordinator.
- B. Amendments to the Bylaws may be proposed by any active Plant Pathology Graduate Faculty member. Proposed amendments must be forwarded to the department Chair and Graduate Coordinator. An *ad hoc* committee may be designated by the Chair to evaluate the proposed amendment or develop proposed policy changes before the amendment is brought before the Graduate Faculty, as needed. The proposed amendments shall be posted on the Department SharePoint site 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 Plant Pathology Bylaws require a positive vote from the majority of all active Plant Pathology Graduate Faculty who cast a vote (see Section IX for definition of a quorum).
- C. All amendments and revisions must be submitted to the University Graduate Studies Committee and Faculty Senate for review and final approval.

### **Article XI. Initial Graduate Faculty Members**

- A. List of initial Plant Pathology Graduate Faculty Participants:
  - Lori M. Carris—WSU Pullman
  - Gary A. Chastagner—WSU Western Washington Research & Extension Center, Puyallup
  - Weidong Chen—USDA ARS, WSU Pullman
  - Xianming Chen—USDA ARS, WSU Pullman
  - Frank M. Dugan—USDA ARS, WSU Pullman
  - Lindsey J. du Toit—WSU Northwestern Washington Research & Extension Center, Mt. Vernon
  - Kenneth C. Eastwell—WSU Irrigated Agriculture Research & Extension Center, Prosser

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Axel Elling—WSU Pullman  
Dean A. Glawe—WSU, University of Washington, Seattle  
Gary G. Grove--WSU Irrigated Agriculture Research & Extension Center, Prosser  
Lee A. Hadwiger—WSU Pullman  
Scot H. Hulbert—WSU Pullman  
Debra A. Inglis—WSU Northwestern Washington Research & Extension Center, Mt. Vernon  
Dennis A. Johnson—WSU Pullman  
Mee Sook Kim—USDA Forest Service Rocky Mountain Research Station, Moscow ID  
Ned Klopfenstein-- USDA Forest Service Rocky Mountain Research Station, Moscow ID  
Richard Larsen—USDA ARS, WSU Irrigated Agriculture Research & Extension Center, Prosser  
Mark Mazzola—USDA ARS, WSU Tree Fruit Research & Extension Center, Wenatchee  
Timothy D. Murray—WSU Pullman  
Roy Navarre—USDA ARS, WSU Irrigated Agriculture Research & Extension Center, Prosser  
Patricia Okubara—USDA ARS, WSU Pullman  
Hanu Pappu—WSU Pullman  
Timothy C. Paulitz—USDA ARS, WSU Pullman  
Tobin Peever—WSU Pullman  
Naidu Rayapati-- WSU Irrigated Agriculture Research & Extension Center, Prosser  
Ekaterini Riga-- WSU Irrigated Agriculture Research & Extension Center, Prosser  
Jack D. Rogers—WSU Pullman  
Brenda K. Schroeder—WSU Pullman  
Deven See—USDA ARS, WSU Pullman  
Linda S. Thomashow—USDA ARS, WSU Pullman  
George Vandemark—USDA ARS, WSU Pullman  
David M. Weller—USDA ARS, WSU Pullman  
Chang-Lin Xiao-- WSU Tree Fruit Research & Extension Center, Wenatchee

- B. The Department Chair is responsible for submitting an updated list of active Plant Pathology Graduate Faculty participants to the Dean of the Graduate School for approval annually.