

Statewide Doctor of Education (Ed.D.) Program Bylaws
College of Education
Washington State University

Last Revised by Faculty November 2014

Faculty Senate Approval Date: _____

I. Objectives

- A. Degree offered: Doctor of Education (Ed.D.) in Educational Leadership
- B. Discipline: “Educational Leadership” is a general reference to the study of leadership in K-12 and post-secondary education, including preparation for teacher leadership, school administration, leadership studies, student affairs, community college administration and higher education.
- C. Mission of the Program: The Statewide Ed.D. Program prepares professional educators to be “practitioner-scholars” who provide and promote leadership in education at the local, state, national, and international levels. The program fosters a community of leaders who work together to strengthen educational services and learning opportunities in schools, communities, colleges, and other educational organizations. A team of academic and field-experienced faculty blends scholarship and practical expertise to prepare classroom, building, district, and post-secondary leaders who utilize research, implement policy, and reform practice to improve learning and achievement for all students.

II. Membership

- A. Graduate Faculty within the Statewide Ed.D. 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 XII of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.
 - 1. WSU Campus Participation
 - a. The Statewide Ed.D. Program is offered on WSU Pullman, Spokane, TriCities, and Vancouver campuses. The program was approved by the Higher Education Coordinating Board (HECB) of Washington State and is authorized to directly advertise and offer the degree across individual campuses.
 - b. Approved tenured and tenure track Graduate Faculty at all campuses may participate equally in the program 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 Statewide Ed.D. Program Coordinator or member of the Statewide Ed.D. Committee.

2. Graduate Program Faculty Participation

- a. Graduate Faculty participation in the Statewide Ed.D. Program is separate from academic department, school, or college affiliations.
- b. All active members of the Statewide Ed.D. Graduate Faculty are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty are expected to have a degree of comparable level to the degree sought by the candidates. In addition, they must have demonstrated disciplinary expertise, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to the Statewide Ed.D. Program

Graduate Faculty must be actively involved in research and graduate level teaching related to the discipline 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 Program Faculty

a. Internal to WSU

Non-tenure track graduate program faculty internal to WSU may include research, clinical, and affiliate faculty. These non-tenure track faculty internal to WSU (research, clinical, affiliate) may be active graduate program faculty and 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 closely with a tenured or tenure-track faculty member who is also an active member of the Graduate Faculty. Non-tenure track graduate program faculty internal to WSU may serve as chairs of student committees if they (a) have served as co-chair on three or more committees; (b) have served on at least six other student committees; (c) have been approved by majority vote of the Statewide Ed.D. Program Committee; and (d) have demonstrated academic expertise in the area of the student's research. The Program Coordinator is responsible for soliciting information from faculty and providing a list updated annually to the Statewide Ed.D. Program Committee, which when approved will be forwarded to the Department Chair of Educational Leadership, Sport Studies, and Educational/Counseling Psychology (ELSSECP) and Graduate School.

- b. External to WSU
Professionals who are not WSU faculty may be granted Graduate Faculty participation within program if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research. They may serve as student committee co-chair; they may not serve as Statewide Ed.D. Program Coordinator or hold membership on the Statewide Ed.D. Program Committee.

6. External Individual Committee Members

- a. Internal to WSU
Individuals not officially participating as Graduate Faculty within the Statewide Ed.D. Program (for example, a faculty member from another WSU department or program) may serve on graduate committees for Statewide Ed.D. Program students 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 Statewide Ed.D. Program Coordinator.
- b. 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 dissertation committee member for students 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 Statewide Ed.D. Program Coordinator. With approval of the Statewide Ed.D. Program Coordinator, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Department Chair for Educational Leadership, Sport Studies, and Educational/Counseling Psychology (ELSSECP), the Dean of the College of Education, and Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty are listed in Section XII of this document and have been approved by the Ed.D. Statewide Committee and the Department Chair for Educational Leadership, Sport Studies, and Educational/Counseling Psychology (ELSSECP).
2. 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 curriculum vitae for the nominee. The Statewide Ed.D. Program Coordinator will circulate the application materials to all committee members prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of the Statewide Ed.D. Program Committee.

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. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the program. This may include serving on administrative committees; serving as a thesis or dissertation committee member or chair; or providing graduate level instruction for courses.
 - b. History of publication of peer-reviewed manuscripts in discipline related journals.
- C. Graduate Faculty in the Statewide Ed.D. Program who are granted Emeritus faculty status, as defined by WSU policy, shall be entitled to co-chair student dissertations, serve as a dissertation committee member, and supervise student research.
- D. Continuation of Active Membership
1. Graduate program faculty appointments to the Statewide Ed.D. Program will be reviewed for continuation of active membership by the Department Chair of ELSSECP every 5 years. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the Statewide Ed.D. 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,
 - b. Teaching/co-teaching/supervising a graduate course or internship,
 - c. Supervising research for graduate students, and
 - d. Serving in the administrative and committee structure.
 2. 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 program faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any activities described in C.1 above will result in restoration of active Graduate Faculty designation.
- E. Discontinuation of Membership
- Upon request of an active or inactive Graduate Faculty member, that individual's membership will be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty status at any time.
- F. Membership Appeal Process
- Faculty appeal of any membership decision must be made in writing to the Department Chair of ELSSECP within 30 calendar days of the decision. The appeal is determined by a majority vote of all Statewide Ed.D. Program Committee (see Section IX for definition of quorum).

III. Administration

Administration of the Statewide Ed.D. Program and its activities is vested in the Statewide Ed.D. Program Coordinator and the Statewide Ed.D. Program Committee with advice from faculty in the Educational Leadership program.

IV. Statewide Ed.D. Program Coordinator

- A. The Statewide Ed.D. Program Coordinator will be a member of the Statewide Ed.D. Program Committee and will be elected by the committee. Final approval of the program coordinator resides with the Department Chair of ELSSECP and Dean of the College of Education (COE).
- B. The program coordinator shall serve a term of 3 years and is eligible for re-election if nominated to continue in this position with final approval of the Department Chair of ELSSECP and COE Dean as described in IV.A. above.
- C. The program coordinator may be replaced through a majority vote of the Statewide Ed.D. Program Committee.
- D. Duties of the Statewide Ed.D. Program Coordinator:
 - 1. Provide overall coordination of the program. Implement policies developed and approved by the Statewide Ed.D. Program Committee.
 - 2. Represent the interests of the program to the campus and university administrators.
 - 3. Actively participate in meetings of the Statewide Ed.D. Program Committee.
 - 4. Call and preside at meetings of the Statewide Ed.D. Program Committee.
 - 5. Be responsible for coordinating all administrative matters related to the Statewide Ed.D. Program with the Graduate School.
 - 6. Submit annual updated list of Graduate Faculty, including nontenure track Graduate Faculty eligible to serve as student dissertation chairs.
 - 7. Coordinate the submission of course or curriculum change or approval forms.
 - 8. Submit proposed bylaws changes to the Statewide Ed.D. Program Committee for approval.
 - 9. Be responsible for the accuracy of all publications related to the program including student handbooks, recruitment materials, web pages and catalog copy.
 - 10. Coordinate Statewide Ed.D. Program graduate course teaching assignments with relevant campus directors and department chairs.
 - 11. Coordinate with campus directors and department chairs to staff the summer institutes.
 - 12. Communicate with students about the summer institute.
 - 13. Communicate program changes/updates/etc., with the COE Office of Graduate Education.

E. Assistant Program Coordinator

An Assistant Program Coordinator will be elected from the Statewide Ed.D. Program Committee. The Assistant Program Coordinator must be a member of the committee. The assistant is elected for a 3 year period.

1. Provide assistance to the Statewide Ed.D. Program Coordinator in fulfilling program duties. Implement policies developed and approved by the Statewide Ed.D. Program Committee.
2. Represent the interests of the Statewide Ed.D. Program to other COE programs, at COE department meetings, and with campus and university administrators.
3. Assist in development of curriculum and coordination of the Statewide Ed.D. Program graduate course teaching assignments with relevant campus directors and department chairs.
4. Oversee recruitment and admissions of students.

V. Committees

A. Statewide Ed.D. Program Committee coordinates the course offerings and administrative matters for the program across the campuses of WSU.

1. The committee shall be composed of the program coordinator; an assistant program coordinator; representation of faculty from each campus; the department chairs (or their designees) of ELSSECP and T&L; a representative of the COE Dean; and an academic coordinator from the COE Office of Graduate Education.
2. Faculty representation on the Statewide Ed.D. Program Committee is composed of: 3 faculty from Pullman or Spokane, 2 from Vancouver, 1 from Tri-Cities, and 1 Open campus position.
3. Faculty representatives on the committee will be elected by Graduate Faculty and will serve 3 year terms with roughly a 1/3 of the committee to be elected each year (Schedule listed in Section XI of this document).
4. A representative from the COE Dean's office and Office of Graduate Education representatives are ex officio.
5. Areas in which the committee shall advise the program coordinator, education directors and department chairs:
 - a. Coordinate shared courses across the campuses, including course sequencing, scheduling, and teaching assignments.
 - b. Serve as a sounding board for new ideas, program revisions, and long-range goals of the Statewide Ed.D. Program.
 - c. Help plan the summer institute.
 - d. Develop enrollment management data bases and program assessment.
 - e. Vote on program by-laws.
6. The committee will meet at least once each semester. Meetings will be called and facilitated by the Statewide Ed.D Program Coordinator.

B. Program Subcommittees

Graduate Faculty may need to meet from time to time, as well as other ad hoc committees approved by the Statewide Ed.D. Program Committee. Program subcommittees shall assist and advise to include the following:

1. Develop an annual recruitment plan, set goals, implement and assess the plan.
2. Review all student applications and decide the disposition of applications as to acceptance or rejection in a timely manner.
3. Review, develop and update long-range goals for specializations and plans for their attainment. These ideas shall be updated annually.
4. Provide guidance on administrative and curricular issues.
5. Assist with program assessment processes.
6. Other committees.

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. No change in the graduate student's committee may occur without consultation first between the student and the student's advisor. This consultation may be facilitated by the Department Chair of ELSSECP when requested. 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 Ed.D. candidate shall have a minimum of three members. The committee chair or co-chair must be a tenure line faculty member with Graduate Faculty membership. (Except see section II.5.a. for the process by which non-tenure track Graduate Faculty internal to WSU may serve as chairs of committees.) At least two of the committee members shall be tenure line faculty and active Graduate Faculty members of the Statewide Ed.D. program. A third (and fourth) committee member may be clinical and/or external without Graduate Faculty status. A committee co-chair may be a clinical or external member.
- 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 Statewide Ed.D. Program Coordinator and Statewide Ed.D. Program Committee, 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 Program Faculty Meetings

- A. The Statewide Ed.D. Program Coordinator shall call Ed.D. Statewide Program Committee meetings as needed, but at least once per academic semester. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of Statewide Ed.D. Program Committee.
- C. A special meeting of all Graduate Faculty may be called by petition of 3 or more graduate program faculty members.
- D. Faculty may participate in the Statewide Ed.D. Program Committee meetings by telephone conference call or other electronic means.

IX. Quorum

- A. For all Statewide Ed.D. Program Committee meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- B. For programmatic committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the subcommittee 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 that occurs within a subcommittee, the Program Coordinator will decide the outcome of the vote.

X. Amendments to Program Bylaws

- A. The bylaws shall be reviewed every fifth year by the Statewide Ed.D. Program Committee.
- B. Amendments to the bylaws may originate from any Graduate Faculty member. Proposed amendments must be forwarded to the Program Coordinator, who submits it to the Statewide Ed.D. Program Committee. Amendments shall be forwarded to the committee at least 2 weeks prior to the meeting at which the amendment will be discussed. After discussion, a minimum 2 week period will follow the faculty meeting prior to voting. Votes on amendments may occur at a faculty meeting or electronically.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

XI. Ed.D. Statewide Committee Term Schedule

Specialization	Term
Pullman or Spokane	2013-2015
Vancouver	2013-2015
Tri-Cities	2013-2015
Pullman or Spokane	2014-2016
Vancouver	2014-2016
Pullman or Spokane	2015-2017
Open	2015-2017
Dean's Area	Ex-Officio
Office of Graduate Education	Ex-Officio
Department Chair T&L	Ex-Officio
Department Chair ELSSCEP	Ex-Officio

XII. List of Initial Graduate Faculty Participants

A. List of initial tenure line Ed.D. Graduate Faculty participants:

1. Michele Acker-Hocevar
2. Tariq Akmal
3. Pamela Bettis
4. June Canty
5. Susan Finley
6. Gail Furman
7. Gordon Gates
8. Paula Groves Price
9. Kristin Huggins
10. Eric Johnson
11. Stephen Kucer
12. Sharon Kruse
13. Rich Lamb
14. John Luppinacci
15. Linda Mabry
16. Darcy Miller
17. Tamara Nelson
18. Forrest Parkay
19. Kelly Puzio
20. Katherine Rodela
21. Amy Roth McDuffie
22. AG Rud
23. Richard Sawyer
24. David Slavit
25. Kelly Ward

B. List of initial clinical line Ed.D. Graduate Faculty participants:

1. Kathleen Cowin
2. Janet Frost
3. Leslie Hall
4. Chad Gotch
5. Teena McDonald
6. Gay Selby

C. The Statewide Ed.D. Program Coordinator will submit an updated list of active and inactive Graduate Faculty and faculty eligible to chair dissertations to the Department Chair of ELSSCEP who forwards names to the Graduate School Dean for approval annually.