

Educational Leadership Graduate Program Bylaws
Pullman/Spokane, TriCities, and Vancouver Campuses
Department of ELSSECP, College of Education
Washington State University

Last Revised by Faculty January 2015 Faculty Senate
Approval Date: GSC Approved 3.24. 2015

I. Objectives

- A. Degrees offered: PhD, MA, and EdM.
- B. Discipline: “Educational Leadership” is a general reference to the fields of leadership, administration, policy, and management in K-12 and post-secondary education, including theories, practices, and competencies for influencing and organizing schools, districts, colleges, and related systems for learning.
- C. Mission of the Program: The Educational Leadership Graduate Program prepares exemplary professional educators for a variety of roles including researchers and “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 Educational Leadership 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 XI of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below on Application for Membership.

1. WSU Campus Participation

- a. The PhD in Educational Leadership is offered through the Pullman/Spokane campuses of WSU as approved by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at TriCities and Vancouver support this degree but are not approved and authorized to directly advertise and offer the degree as individual campuses. The MA and EdM degrees are approved, authorized, and offered across the Pullman/Spokane, TriCities, and Vancouver campuses.

- b. Approved tenured and tenure track Graduate Faculty at all campuses may participate equally in the Educational Leadership Program with full 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 Program Coordinator.

2. Graduate Program Faculty Participation

- a. Graduate Faculty participation in the Educational Leadership Program is separate from academic department, school, or college affiliations.
- b. All active members of the Educational Leadership 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 Educational Leadership 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, and other relevant professional accomplishments.

5. Non-Tenure Track Graduate Program Faculty

a. Internal to WSU

Non-tenure track Graduate 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 Faculty and entitled to vote on Educational Leadership Program issues; act as co-chair or member of graduate student committees for the PhD degree; act as chair, co-chair or member of graduate student committees for the MA or EdM degrees; teach graduate courses; and supervise research. When serving as co-chair of a student committee for the PhD degree non-tenure track faculty 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 co-chairs of student committees of PhD degree if they have (a) co-chaired at least three student committees for the PhD degree; (b) served on at least four other student committees for the PhD degree; (c)

been approved by majority vote of the Graduate Program Faculty; 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 program faculty, 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 the program if they are first officially approved as adjunct faculty for WSU. Adjuncts 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 not serve as student committee chair or co-chair; Program Coordinator; or vote on Educational Leadership Program issues.

6. External Individuals

a. Internal to WSU

Individuals not officially participating as Graduate Faculty within the Educational Leadership Program (for example, a faculty member from another WSU department or program) may serve as co-chair of student committees for the PhD, MA, or EdM degrees and member of graduate committees for students seeking the PhD, MA, or EdM degrees as long as these faculty are a member of the Graduate Faculty in their own program or discipline and their committee appointment is approved by the 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 chair for that student should forward the name and curriculum vitae (CV) of the desired committee member to the Program Coordinator. With approval of the 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 XI of this document and have been approved by the Educational Leadership existing faculty, Educational Leadership Program Coordinator, 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.

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 Program Coordinator will circulate the application materials to all Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of the faculty who responded 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. 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 Educational Leadership 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 Educational Leadership Program will be reviewed for continuation of active membership by the Department Chair of ELSSCEP every 5 years. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the Educational Leadership 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 or committee structure.
 2. Faculty who do not make any of the contributions as stated in D.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 D.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 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 Educational Leadership Graduate Faculty (see Section IX for definition of quorum).

III. Administration

Administration of the Educational Leadership Program and its activities is vested in the Program Coordinator with advice from Graduate Faculty in the Educational Leadership Program.

IV. Program Coordinator

- A. The Program Coordinator will be accepted by majority vote of the active Educational Leadership Graduate Faculty. 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 2 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 active Educational Leadership Graduate Faculty and with the approval of the Department Chair of ELSSECP and COE Dean.
- D. Duties of the Program Coordinator:
 - 1. Provide overall coordination of the program. Direct implementation of policies developed and approved by the program.
 - 2. Represent the program to the department, college, and university administrators.
 - 3. Actively participate in meetings of the program.
 - 4. Call and preside at meetings of the program.
 - 5. Be responsible for coordinating all administrative matters related to the program with the Graduate School.
 - 6. Submit annual updated list of Graduate Faculty, including non-tenure track faculty eligible to serve in various capacities on graduate student committees.
 - 7. Coordinate the submission of course or curriculum change or approval forms.
 - 8. Submit proposed bylaws changes 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 graduate course teaching assignments with relevant campus directors and department chairs.
 - 11. Communicate program changes/updates/etc., with the COE Office of Graduate Education.

V. Committees

A. Faculty Committee

Advises and assists the Program Coordinator in administering Educational Leadership, assists with recruitment, admissions, and curriculum across the campuses of WSU. All Educational Leadership Graduate Faculty comprise the Faculty Committee.

1. Areas in which the Faculty Committee shall advise the Program Coordinator include:
 - a. Review, develop, and update long-range goals for Educational Leadership and plans for their attainment. These ideas shall be reviewed annually.
 - b. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
 - c. Provide guidance on administration of the Program.
 - d. Nominate members for service on other committees.
 - e. Assist with Educational Leadership program assessment processes.
 - f. Develop an annual recruitment plan, communication plan, set goals, implement and assess the plans.
 - g. Review all student applications and in conjunction with the Coordinator, decide the disposition of applications as to acceptance or rejection in a timely manner.
 - h. Review the curriculum of Educational Leadership.
 - i. Make recommendations for curricular improvements/renewal.
 - j. Develop partnerships with school districts.

B. Other Committees

Ad hoc committees may be appointed by the Faculty Committee and the Program Coordinator as needed. Addition of new, or changes to the existing, standing committees 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. 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 student shall have a minimum of three members for all College of Education graduate degrees.

1. The graduate student committee chair for the PhD degree must be both tenure track and Graduate Faculty. Committee membership for the PhD degree requires two members who are Graduate Faculty. To be clear, at least two members of the graduate student committee must also be tenured or tenure-track faculty. Section II.5.a. provides the qualifications of non-tenure track Graduate Faculty internal to WSU who may serve as co-chairs of committees or they may act as the third committee member. Co-chairs for PhD dissertations may be tenured or tenure track faculty in a program other than Educational Leadership who are Graduate Faculty in their program or discipline.
 2. The committee chair for the MA and EdM degrees must be Graduate Faculty in the Educational Leadership Program and may be tenured, tenure-track, or non-tenure track faculty internal to WSU. At least one member of student committees for the MA and EdM degrees must be tenured or tenure-track faculty. In addition, committee membership for the MA and EdM degrees requires two members who are Graduate Faculty in the Educational Leadership Program.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually. See the Educational Leadership PhD and Masters handbooks for details on the review process.

VII. Student Representatives

At the discretion of the Program Coordinator and 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 Program Faculty Meetings

- A. The Program Coordinator shall call Educational Leadership Faculty 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 the Coordinator.
- C. A special meeting of all Graduate Faculty may be called by petition of 3 or more Graduate Faculty in Educational Leadership.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via email. General Educational Leadership Graduate Faculty meetings shall be called with a minimum of 1 week's notice.

- E. Faculty may participate in the Program meetings by telephone conference call or other electronic means.

IX. Quorum

- A. For all general Graduate Faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Program membership.
- 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 that occurs within a committee, 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 Graduate Faculty and annually by the Coordinator.
- 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 Graduate Faculty in the Educational Leadership Program. 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 Department of ELSSECP, the Graduate Studies Committee, and Faculty Senate for review and final approval.

XI. List of Initial Graduate Faculty Participants

- A. List of initial tenure line Graduate Faculty participants:
 - 1. Michele Acker-Hocevar
 - 2. Gail Furman
 - 3. Gordon Gates
 - 4. Kristin Huggins
 - 5. Sharon Kruse
 - 6. Forrest Parkay
 - 7. Katherine Rodela
 - 8. Kelly Ward

B. List of initial non tenure line Graduate Faculty participants:

1. Kathleen Cowin
2. Glenys Hill
3. Teena McDonald

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