

**Educational Psychology Bylaws
Pullman Campus
Department of Educational Leadership, Sports Studies, and Educational \ Counseling
Psychology
College of Education
Washington State University**

Last Revised by Faculty 2.10.2019

Last Approved by Faculty Senate: 2.27.2014

Faculty Senate Approval Date: 3.7.2019

I. Objectives

- A. Degrees offered: Ph.D., M.A., M.Ed.
- B. Discipline: Educational Psychology is a general reference to the fields of Education and Psychology.
- C. Mission of the Program Specialization: To produce successful professionals in educational psychology who have strong methodological skills, understanding of researchable topics, the ability to develop a research program, effectively communicate and work with a wide variety of professionals, and skills to understand nuance and ambiguity in educational and work environments.

II. Membership

- A. Graduate Faculty within the Educational Psychology specialization 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. Graduate Faculty within Educational Psychology are expected to have a PhD or equivalent doctoral-level degree in a field related to Educational Psychology. 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.

1. WSU Campus Participation

- a. The doctor of philosophy specialization in Educational Psychology is offered through the Pullman/Spokane campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at Vancouver 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. The Master of Arts and the Master of Education specializations are offered only through the Pullman/Spokane campus as well.

- b. Approved tenured and tenure track Educational Psychology Graduate Faculty at all regional campuses may participate equally in the Educational Psychology doctor of philosophy 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; and supervise research. Graduate faculty for master's degree specializations share equal rights across all campuses.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in Educational Psychology is independent and separate from academic department, school, or college affiliations.
- b. All active members of the Graduate Faculty of Educational Psychology are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty within Educational Psychology are expected to have a PhD or equivalent doctoral-level degree in a field related to Educational Psychology. In addition, they must have demonstrated disciplinary expertise in a field related to Educational Psychology, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to Educational Psychology

Educational Psychology Graduate Faculty must be actively involved in research and graduate level teaching related to Educational Psychology 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 Faculty

a. Internal to WSU

Non-tenure track Graduate Faculty internal to WSU include research, clinical, and affiliate faculty. These non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active Educational Psychology Graduate 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 doctoral or master of arts student committee they must work with a tenured or tenure-track faculty member who is also an active member of the Educational Psychology Graduate Faculty. Non-tenure track faculty members internal to WSU may serve as chair of Ed.M. graduate student committees.

- b. External to WSU
Professionals who are not WSU faculty may be granted Graduate Faculty participation within Educational Psychology if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Educational Psychology 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 as an Educational Psychology Program committee member.

6. External Individual Committee Members

- a. **Individual Committee Member Internal to WSU:** Individuals not officially participating as Graduate Faculty within EDPSY (for example, a faculty member from another WSU department or program) may serve on graduate committees for Educational Psychology 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 Graduate Program Coordinator of Educational Psychology.
- b. **Individual Committee Member 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 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 a curriculum vitae of the desired committee member to the Educational Psychology Graduate Program Coordinator. With approval of the Program Coordinator, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

- 1. Initial Graduate Faculty within Educational Psychology are listed in Section XI of this document and have been approved by the Educational Psychology existing faculty, Educational Psychology Program Coordinator, and Dean of the Graduate School.
- 2. Candidates for Graduate Faculty participation within Educational Psychology should be nominated by an existing Educational Psychology Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination, and a curriculum vitae for the nominee. The Program Coordinator 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. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of an Educational Psychology graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Educational Psychology graduate specialization. This may include serving on graduate program administrative committees; serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
 - c. History of publication of peer-reviewed manuscripts in a discipline related to Educational Psychology.

C. Continuation of Active Membership

1. Graduate Faculty appointments to Educational Psychology will be reviewed for continuation of active membership by the program coordinator 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 Educational Psychology 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 Educational Psychology
 - b. Teaching or co-teaching a graduate course in Educational Psychology
 - c. Supervising research for graduate students in Educational Psychology
 - d. Serving in the administrative and committee structure of Educational Psychology
 - e. Peer-reviewed publication and/or grant procurement related to the Educational Psychology specialization.
2. Faculty who do not make any of the contributions as stated in C.1 above to the Educational Psychology specialization for three consecutive years will be designed 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

Upon request of an active or inactive Graduate Faculty member, that individual membership will be discontinued. If that individual's research and graduate

training activity should change, they may reapply for Graduate Faculty participation at any time.

- E. **Membership Appeal Process**
Faculty appeal of any membership decision in Educational Psychology must be made in writing to the Coordinator of Educational Psychology within 30 calendar days of the decision. The appeal is determined by a majority vote of all Educational Psychology 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 Educational Psychology Graduate Faculty vote.

III. Administration

Administration of the program and its activities is vested in the Coordinator with advice from the Executive Committee.

IV. Graduate Program Coordinator

- A. The Coordinator of Educational Psychology will be accepted by majority vote of the active Educational Psychology Graduate Faculty. Final approval of the Program Coordinator resides with the Chair of Educational Leadership, Sports Studies, and Educational \ Counseling Psychology and Dean of the College of Education
- B. The Coordinator shall serve a term of 2 years and is eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the chair and dean as described in IV.A above.
- C. The Coordinator may be removed from office by a majority vote of all active Educational Psychology Graduate Faculty and with the approval of the department chair and dean as described in IV.A above.
- D. Duties of the Coordinator in consultation with Graduate Faculty in Educational Psychology:
 1. Provide overall academic leadership for Educational Psychology.
 2. Develop and implement policies for Educational Psychology when needed.
 3. Represent the interests of Educational Psychology to the campus and University administrators.
 4. Call and preside at meetings of the Graduate Faculty of Educational Psychology.
 5. Be responsible for coordinating all Educational Psychology administrative matters within the Graduate School.
 6. Submit course or curriculum change or approval forms or ensures that faculty are aware of the need, have discussed and approved the change.

7. Submit bylaws change or approval forms.
8. Be responsible for the accuracy of all publications related to Educational Psychology including student handbooks, recruitment materials, web pages and catalog copy.
9. Coordinate Educational Psychology graduate course teaching assignments with relevant department chairs.
10. Communicate program changes/updates/etc., with the Graduate Office Academic Coordinator and supervise the activities of the Academic Coordinator as they relate to the program.

V. Committees

- A. Faculty Committee
Advises and assists the Coordinator in administering Educational Psychology, assists with recruitment, admission, and curriculum.

All Educational Psychology Graduate Faculty comprise the Faculty Committee.

1. Areas in which the Faculty Committee shall assist and advise the Coordinator include:
 - a. Review, develop, and update long-range goals for Educational Psychology 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 Psychology program assessment processes.
 - f. Develop an annual recruitment plan, set goals, implement and assess the plan.
 - 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. Make recommendations to the Coordinator regarding the financial support of graduate students for their first year.
 - i. Review the curriculum of Educational Psychology.
 - j. Make recommendations for curricular improvements/renewal.
2. Other Committees
Ad hoc committees may be appointed by the Faculty Committee and 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 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 committee chair for the Ph.D. requires both tenure track and Graduate Faculty status from Educational Psychology. The committee must have at least 3 members. At least 2 members including the chair or co-chair, must be tenure-track faculty from Educational Psychology. Clinical/external faculty can serve on committees. Clinical faculty can co-chair with a tenure track faculty from Education Psychology, but not chair a PhD committee.
 - 2. The committee chair for the M.A. degree requires both tenure track and Graduate Faculty status. A second member will be a tenured or tenure-track faculty. The committee members for M.A. degrees require one additional member with Graduate Faculty status. A fourth member may be added and be clinical/external to WSU. The committee chair for the Ed.M. may be tenure track or clinical faculty and hold a PhD. Additional committee members may be tenure line faculty, clinical, adjunct, or external faculty members in accordance with by-laws approval.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually. See the Educational Psychology Handbook for details of the review process.

VII. Student Representatives

At the discretion of the Educational Psychology 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 Faculty Meetings

- A. The Educational Psychology Program Coordinator shall call Educational Psychology Graduate 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 Educational Psychology Graduate Faculty may be called by petition of 2 or more Graduate Faculty members.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General Educational Psychology Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.
- E. Faculty not present on the Pullman campus at the time of a general Educational Psychology Graduate Faculty Meeting may participate 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 graduate faculty.
- 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 Coordinator will decide the outcome of the vote. For tie votes that occur within the 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 every fifth year by the Faculty committee and annually by the Coordinator.
- B. Amendments to the Bylaws may originate from any eligible Educational Psychology Graduate Faculty member. Proposed amendments must be forwarded to the Educational Psychology Program Coordinator. The Educational Psychology shall forward these to the Educational Psychology 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 Educational Psychology Bylaws require a positive vote from the majority of all active Educational Psychology Graduate Faculty.

- B. All amendments and revisions must be submitted to the Department of Educational Leadership, Sports Studies, and Educational \ Counseling Psychology, the Graduate Studies Committee and Faculty Senate for review and final approval.

XI. List of Initial Graduate Faculty Participants

- A. List of initial Educational Psychology Graduate Faculty Participants:
 1. Michael S. Trevisan
 2. Brian F. French
 3. Olusola Adesope
 4. Sarah C. Ullrich-French
 5. Chad M. Gotch
 6. Jennifer LeBeau
 7. Kira Carbonneau
 8. Zoe Higheagle Strong
 9. Robert Danielson
 10. Shenghai Dai

- B. The Coordinator of the Educational Psychology Graduate Program is responsible for submitting an updated list of active and inactive Educational Psychology Graduate Faculty participants to the department chair and Dean of the Graduate School for approval annually.