

**MIT Program Bylaws**  
**Washington State University**  
**Administrative Home: College of Education**

**Last Revised by Faculty—07.16.2016**

**Faculty Senate Approval Date: Graduate Studies Committee Approved, 9.27.2016**

## **I. Objectives**

- A. Degree offered: Master's in Teaching or MIT
- B. Discipline: Teacher Education is a general reference to the preparation of P-12 teachers for the state of Washington at the graduate level.
- C. Mission of the Program: To educate and develop leaders in the field of Elementary and Secondary Education. The WSU - MIT programs are offered on the Vancouver, Tri-Cities, and Pullman/Spokane campuses. There is a program coordinator in Pullman for the Pullman/Spokane campus, a program coordinator for the Tri-Cities campus, and a coordinator of elementary MIT and a coordinator of secondary MIT on the Vancouver campus (total of 4). The delivery systems differ on each campus with a goal of being responsive to the needs of the region.

## **II. Membership**

- A. Graduate Faculty within the MIT 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. All processes and procedures below occur independently on each WSU campus.
  - 1. WSU Campus Participation
    - a. The Master's in Teaching degree is offered through the Pullman, Spokane, Tri-Cities, and Vancouver campuses of Washington State University as approved and authorized by Faculty Senate.
    - b. Approved tenured and tenure track MIT Graduate Faculty at all campuses may participate equally in the MIT 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 program director or committee member.
  - 2. Graduate Faculty Participation

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

3. Disciplinary Expertise

Graduate Faculty within the MIT are expected to have a PhD or equivalent doctoral-level degree in a field related to teacher education, or a master's degree with relevant K-12 expertise. In addition, they must have demonstrated disciplinary expertise in a field related to teacher education, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to Teacher Education

MIT Graduate Faculty must be actively involved in research and graduate level teaching related to teacher education 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 MIT Graduate Faculty and entitled to act as chair or member of graduate student committees; teach graduate courses; and supervise student projects. At least one committee member must be both graduate faculty in the program, and WSU tenured/tenure-track status.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within the MIT if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active MIT Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise student projects. They may not serve as student committee chair or co-chair; Program Director; or as an MIT Program committee member.

6. Individual Committee Members

- a. Individual Committee Member Internal to WSU: Individuals not officially participating as Graduate Faculty within MIT (for example, a faculty member from another WSU department or program) may serve on graduate committees for MIT 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 MIT.
- 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 MIT Graduate Program Coordinator who will forward that information to the department chair who will subsequently forward the information along with any other documentation of expertise to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty within the MIT are listed by campus in Section XI of this document and have been approved by the MIT existing faculty MIT Program Coordinator on that campus, and Chair of the Department.
2. Candidates for Graduate Faculty participation within the MIT should be nominated by an existing MIT Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination, and curriculum vitae for the nominee. The Department Chair or Academic Director will circulate application materials to all active relevant Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of campus-specific 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 of or willingness to participate as appropriate in administrative, teaching, and other functions of the MIT graduate program. This may include serving on graduate program administrative committees; serving as a project committee member or chair; or providing graduate level instruction.
  - b. History of publication of peer-reviewed manuscripts in a discipline related to teacher education.

C. Continuation of Active Membership

1. Graduate Faculty appointments to the MIT will be reviewed for continuation of active membership by the program Coordinator (s) 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 MIT 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 the MIT.
  - b. Teaching or co-teaching a graduate course in the MIT.
  - c. Supervising projects for graduate students in the MIT.
  - d. Serving in the administrative and committee structure of the MIT.
2. Faculty who do not make any of the contributions as stated in C.1 above to the MIT degree program 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 the MIT must be made in writing to the MIT Coordinator(s) within 30 calendars of the decision. The appeal is determined by a majority vote of all MIT Graduate Faculty on the specific campus (see Section IX for definition of quorum). Final written appeal may be made to the Chair of the Department, and if appropriate/needed to the Dean of the Graduate School within 30 calendar days of the MIT Graduate Faculty vote.

### **III. Administration**

Administration of the program and its activities is vested in the campus-specific MIT Coordinator(s) with advice from the MIT Faculty. There are MIT Coordinators across the various campuses: one overall coordinator for the Pullman/Spokane campus with two different individuals being responsible for Pullman and Spokane separately, one coordinator for the Tri-Cities campus, and two for the Vancouver campus, one overseeing elementary education and one overseeing secondary education.

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

- A. The Coordinator of the MIT may be nominated by the Faculty or by the Campus Academic Director and/or Department Chair and accepted by majority vote of the active MIT Graduate Faculty. Final approval of the Program Coordinator resides with the Dean of the College of Education and the Chair of the Department.
- 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 of the Department (and the Deans) as described in IV.A above.
- C. The Coordinator may be removed from office by a majority vote of all active MIT Graduate Faculty on the specified campus and with the approval of the Chair of the Department (and Dean of College if appropriate/needed) as described in IV.A above.
- D. Duties of the Coordinator
  - 1. Provide overall academic leadership for the MIT on the specified campus.
  - 2. Develop and implement policies for the MIT on the specified campus.
  - 3. Represent the interests of the MIT to the campus and University administrators.
  - 4. Call and preside at meetings of the MIT Graduate Faculty.
  - 5. Be responsible for coordinating all MIT administrative matters within the Graduate School.
  - 6. Submit course or curriculum change or approval forms.
  - 7. Submit bylaws change or approval forms.
  - 8. Be responsible for the accuracy of all publications related to the MIT including web pages and catalog copy on the specified campus.
  - 9. Coordinate MIT graduate course teaching assignments with relevant department chairs and or campus academic directors.

## **V. Committees**

- A. Graduate Faculty MIT Committee  
(Consists of 20 members on the Pullman/Spokane campus, 12 on the Vancouver campus, and 8 on the Tri-Cities campus)  
Coordinates and advises the Coordinator in administering the MIT. The MIT Coordinator shall record and distribute minutes of each meeting to the faculty and maintain one copy in Program Records.
  - 1. Areas in which the MIT Faculty Committee shall assist and advise the-MIT Coordinator(s) include:
    - a. Review, develop and update long-range goals for the MIT 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, 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 program assessment process.
  - f. Assist with program recruitment processes
  - g. Assist with all issues related to curriculum review and revision.
2. 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. (The student may ask that the Department Chair facilitate a meeting requesting a change in 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 the MIT. A majority of committee members shall be active MIT Graduate Faculty members. At least one committee member must be both graduate faculty in the program, and WSU tenured/tenure-track status. 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 MIT Program Coordinator(s) 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 MIT Program Coordinator(s) shall call MIT Graduate Faculty meetings as needed on the specified campus but at least once per academic year. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Coordinator(s).

- C. A special meeting of MIT Graduate Faculty may be called by petition of 5 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 MIT Graduate Faculty Meetings shall be called with a minimum of 1 week’s notice.
- E. Faculty not present at the time of a general MIT Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

**IX. Quorum**

- A. Unless specified otherwise, a quorum for purposes of voting and other decision making is defined as the majority of *active, campus-specific* MIT Graduate Faculty.
- B. 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 every fifth year by the MIT Graduate Faculty and annually by the Coordinator(s).
- B. Amendments to the Bylaws may originate from any eligible MIT Graduate Faculty member. Proposed amendments must be forwarded to the MIT Program Coordinator. After discussion, amendments shall be forwarded to the MIT 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 MIT Bylaws require a positive vote from the majority of all active MIT Graduate Faculty.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

**XI. List of Initial Graduate Faculty Participants**

B. List of Initial MIT Contributing Faculty:

| <b>Pullman/Spokane Campus</b> | <b>Vancouver Campus</b> | <b>Tri-Cities Campus</b> |
|-------------------------------|-------------------------|--------------------------|
| Tariq Akmal                   | June Canty              | Yuliya Ardasheva         |
| Pam Bettis                    | Deanna Day-Wiff         | Yun-Ju Hsiao             |

|                      |                     |                   |
|----------------------|---------------------|-------------------|
| Susan Banks Joseph   | Michael Dunn        | Jonah Firestone   |
| Brenda Barrio        | Gisela Ernst-Slavit | Eric Johnson      |
| Andy Cavagnetto      | Susan Finley        | Judy Morrison     |
| Joy Egbert           | Stephen Kucer       | Sarah Newcomer    |
| Janet Frost          | Kristin Lesseig     | Sara Petersen     |
| Anne Marie Guerretaz | Linda Mabry         | Amy Roth McDuffie |
| Paula Groves Price   | Tamara Nelson       |                   |
| Leslie Hall          | Shameem Rakha       |                   |
| Jerry Jensen         | Rick Sawyer         |                   |
| Jane Kelley          | David Slavit        |                   |
| Richard Lamb         |                     |                   |
| Johnny Lupinacci     |                     |                   |
| Donald McMahan       |                     |                   |
| Darcy Miller         |                     |                   |
| Kelly Puzio          |                     |                   |
| A.G. Rud             |                     |                   |
| Tom Salsbury         |                     |                   |
| Barbara Ward         |                     |                   |
| Francene Watson      |                     |                   |
|                      |                     |                   |
|                      |                     |                   |

- A. The Coordinator of the MIT Graduate Program is responsible for submitting an updated list of active and inactive MIT Graduate Faculty participants to the Chair of the Department and the Dean of the Graduate School for approval annually.