

**Special Education Program Bylaws  
Department of Teaching and Learning  
Washington State University**

**Administrative Home: College of Education, Department of Teaching and Learning**

**Last Revised – by Faculty November 2014; January 2016  
Faculty Senate Approval Date: **GSC Approved 3.1.2016****

## **I. Objectives**

- A. Degrees offered: (PhD, MA, EdM)
- B. Discipline: Special Education
- C. Mission of the Program: To educate and develop leaders in the field of Special Education. The Doctor of Philosophy (PhD) prepares graduates for academic positions in research and teaching. The program in Special Education includes the study of Response to Intervention across the curriculum, diversity issues, social development and school based prevention practices for students with social and behavioral adjustment problems, Universal Design, and single subject design in addition to the comprehensive Carnegie core of research courses in quantitative, qualitative and program evaluation research methods. The faculty supports a strong program of mentorship and encourages doctoral students to work closely with faculty of their choosing in investigating the world of research, knowledge generation and dissemination, pedagogical action and advocacy. The Master of Arts (MA) in Education prepares graduates for educational, service, and academic positions that require knowledge and skills in research, but also knowledge of teaching/education. The program includes the study of Response to Intervention, evidence-based interventions, assessment, legal issues, research methods, and foundations of education. The faculty mentors the MA students in developing their master's thesis ideas and implementing their studies. The Education Master's (EdM) degree prepares graduates for leadership positions in Special Education (e.g., head teacher, supervisor of paraprofessionals, behavioral coach) and Special Education teaching positions. The program includes the study of disabilities, management, assessment, early childhood, transition, reading disabilities, inclusion/collaboration, and severe/profound disorders. The faculty mentor EdM students through the design and implementation phases of the special project, which includes applied research. This degree can be completed on campus or online.

## **II. Membership**

- A. Graduate Faculty within the Special Education 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. Graduate Faculty designated as

“Initial Program Faculty” (listed in Section XI of this document) will be approved when new or revised bylaws are approved by the Faculty Senate process. Graduate Faculty subsequently added to the program via the process outlined in section B below are approved by the Graduate School on an annual basis.

1. WSU Campus Participation

- a. The degrees in Special Education are offered through the Pullman and Vancouver campuses of Washington State University as formerly approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State or by the current program approval process. The campuses at Tri-Cities and Spokane support the program but have not been officially approved and authorized to directly advertise and offer the degrees at these campuses.
- b. Approved tenured and tenure track Special Education Graduate Faculty at all urban campuses, agricultural research and extension centers, and other affiliated university sites may participate equally in the Special Education 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 act as a program director or committee member.

2. Graduate Faculty Participation

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

3. Disciplinary Expertise

Graduate Faculty within Special Education are expected to have a PhD or equivalent degree in a field related to Special Education (this includes the degree of JD). In addition, they must have demonstrated disciplinary expertise in a field related to Special Education, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments. All committee members must hold a degree of comparable level to the degree sought by the candidate.

4. Active Research Appropriate to Special Education

Special Education Graduate Faculty must be actively involved in research and graduate level teaching related to Special 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 may include research, clinical, and affiliate faculty. Non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active Special Education Graduate Faculty and entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research. When non-tenure track graduate faculty internal to WSU are serving as co-chair of a student committee, the other co-chair should be either a tenured or tenure track Special Education faculty member who is also an active member of the Special Education Graduate Faculty.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within Special Education if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Special Education 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; Program Director; or as a Special Education Program (i.e. Executive, Admissions, Curriculum) committee member.

6. External Individual Committee Members

a. **Individual Committee Member Internal to WSU:** Individuals not officially participating as Graduate Faculty within the Special Education Program (for example, a faculty member from another WSU department or program) may serve on graduate committees 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 Program Coordinator of the Special Education Program.

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 Special Education Program Coordinator. With approval of the Program Coordinator, the nomination (with

accompanying CV or other documentation of expertise) is forwarded to the Chair of the Department, and subsequently the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty within Special Education are listed in Section XI of this document and have been approved by the Special Education existing faculty, Special Education Program Coordinator, the Chair of the Department, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within Special Education should be nominated by an existing Special Education 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 a Special Education graduate student.
  - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Special Education graduate program. 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 Special Education.

C. Emeritus Faculty Participation. Graduate faculty in Special Education who are granted Emeritus faculty status, as defined by WSU policy, shall be afforded some of the rights and privileges of Graduate Faculty of the University provided they continue to participate in the Program as outlined under Continuation of Membership. Emeritus faculty in Special Education are entitled to serve as a committee member and supervise research.

D. Continuation of Active Membership

1. Graduate Faculty appointments to Special Education will be reviewed for continuation of active membership by the Program Coordinator. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the Special Education 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 Special Education
  - b. Teaching or co-teaching a graduate course in Special Education
  - c. Supervising research for graduate students in Special Education
  - d. Serving in the administrative and committee structure of Special Education
2. Faculty who do not make any of the contributions as stated in C.1 above to the Special Education program for three consecutive years may 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 Special Education must be made in writing to the Program Coordinator of Special Education within 30 calendar days of the decision. The appeal is determined by a majority vote of all Special Education 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 Special Education Graduate Faculty vote.

### **III. Administration**

Administration of the program and its activities is vested in the Program Coordinator with advice from the Special Education Graduate Faculty.

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

- A. The Program Coordinator of the Special Education program will be nominated by the Special Education Graduate Faculty and accepted by majority vote of the active Special Education Graduate Faculty. Final approval of the Program

Coordinator resides with the Department Chair, and Dean of the College of Education.

- B. The Coordinator shall serve a term of 4 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 deans as described in IV.A above.
- C. The Coordinator may be removed from office by a majority vote of all active Special Education Graduate Faculty and with the approval of the deans as described in IV.A above.
- D. Duties of the Coordinator
  - 1. Provide overall academic leadership for Special Education.
  - 2. Develop and implement policies for Special Education.
  - 3. Represent the interests of Special Education to the campus and University administrators.
  - 4. Call and preside at meetings of the Graduate Faculty.
  - 5. Be responsible for coordinating all Special Education administrative matters within the Graduate School.
  - 6. Manage the budgets of Special Education.
  - 7. Submit course or curriculum change or approval forms.
  - 8. Submit bylaws change or approval forms.
  - 9. Be responsible for the accuracy of all publications related to Special Education including web pages and catalog copy.
  - 10. Coordinate Special Education graduate course teaching assignments with relevant department chairs. Communicate program changes/updates/etc., with the Graduate Studies Office in the College of Education.
  - 11. Evaluate Graduate Faculty members (every two years) for active/inactive membership.

## **V. Committees**

### **A. Faculty Committee**

Advises and assists the Coordinator in administering Special Education, assists with recruitment, admission, and curriculum.

All Special Education 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 Special Education and plans for their attainment. These ideas shall be updated 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 Special Education 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 Special Education.
  - 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. The committee chair for the Ph.D., and the M.A. degrees require both tenure track and Graduate Faculty membership.

**1.**The doctoral committee must have at least three members. The chair must be permanent, WSU tenure/tenure-track faculty member who is a member of the Special Education graduate faculty. In all cases, two members of a doctoral committee must be a permanent, WSU tenure/tenure-track faculty who are members of the graduate faculty of the student's program. All committee members must hold a graduate doctoral degree comparable to the degree sought by the candidate. Non-tenure WSU faculty (i.e., research, clinical, adjunct affiliate) who are active participants within a graduate program may serve on, co-chair, or chair a committee if they hold a degree of comparable level to the degree sought by the candidate. A fourth member may be clinical/external to WSU.

**2.**The master's committee must have at least three members. In all cases, one member of a master's committee must be a permanent, WSU tenure/tenure-track faculty member and a member of the graduate faculty of the program. All committee members must hold a degree of comparable level to the degree sought by the

candidate. Non-tenure WSU faculty (i.e., research, clinical, adjunct, affiliate) who are active participants within a graduate program may serve on, co-chair, or chair a committee if they hold a degree of comparable level to the degree sought by the candidate

3.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 Special Education 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 Special Education Program Coordinator shall call Special Education Graduate Faculty meetings as needed 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 Program Coordinator or Chair of the Department.
- C. A special meeting of Special Education 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 Special Education 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 Special Education 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 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 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 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 Special Education Graduate Faculty and annually by the Coordinator.
  
- B. Amendments to the Bylaws may originate from any eligible Special Education Graduate Faculty member. Proposed amendments must be forwarded to the Special Education Coordinator. Amendments shall be forwarded to the Special Education 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 prior to the meeting in which the faculty vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Special Education Bylaws require a positive vote from the majority of all active Special Education 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**

### **A. List of initial Special Education Contributing Faculty Participants:**

Darcy Miller, PhD  
Susan Banks, PhD  
Brenda Barrio, PhD  
Donald McMahon, PhD  
Sara Petersen, JD  
Yun-Ju Hsiao, PhD  
Michael Dunn, PhD  
June Canty, EdD  
Richard Lamb, PhD

**B.**The Coordinator of the Special Education Graduate Program is responsible for submitting an updated list of active and inactive Special Education Graduate Faculty participants to the Dean of the Graduate School for approval annually.