

Physics Graduate Program Bylaws
Washington State University (WSU)
Administrative Home: College of Arts and Sciences
(CAS) Last Revised – by Faculty: 7/20/15
Faculty Senate Approval Date: GSC Approval 11/10/15

I. Graduate Program Objectives

- A. Degrees offered: Ph.D., M.S.
- B. Discipline: Physics is the branch of science that investigates the properties of matter and energy and the relationship between them.
- C. Mission of the program: To mentor and educate future leaders in the field of physics by providing the research, skills, knowledge, and competencies needed by professionals in industry, government and academia.

II. Graduate Faculty Membership

- A. Graduate Faculty participating within the Physics program may be WSU tenured and tenure track faculty, WSU career track faculty, WSU adjunct or affiliate faculty subject to the limitations and definitions in this document. Graduate Faculty designated as “Active Graduate 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 to be added to the program via the process outlined in section B below must be approved by the Graduate School.
 - 1. WSU Campus Participation
 - a. MS and PhD degrees in Physics is offered through the Pullman campus of Washington State University as formerly approved and authorized by the Higher Education Coordinating Board of Washington State. The campuses at Vancouver, Spokane, Tri-Cities and elsewhere may support this program but are not approved or authorized to separately advertise or offer degrees.
 - b. Tenure and tenure track Physics Graduate Faculty at regional campuses, and approved affiliate faculty at all regional campuses are entitled to act as chair, co-chair, or member of graduate student committees.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in Physics is independent and separate from academic department, school or college affiliations.
- b. All active members of the Graduate Faculty of Physics are eligible to act as co-chair or member of graduate student committees, teach graduate courses, and supervise research. Active Graduate Faculty of Physics who are also faculty in the Department of Physics and Astronomy are eligible to vote on program matters and sit on graduate study committees.

3. Expertise Required of Graduate Faculty

Graduate Faculty within Physics are expected to have a Ph.D. or equivalent doctoral-level degree in a field related to physics. In addition, they must have demonstrated disciplinary expertise in a field related to physics, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments. All committee members must hold degrees of a level comparable to or higher than the degree sought by the candidate.

4. Active Research Appropriate to Physics

Over a period of the most recent past five years, Physics Graduate Faculty must be actively involved in research and teaching related to Physics and Astronomy, as evidenced by external grant or contract support, peer-reviewed publications, graduate student mentoring, teaching of relevant undergraduate and or graduate level courses, and/or other relevant professional accomplishments.

5. Categories of Physics Graduate Faculty

a. Tenure or Tenure Track Faculty within the WSU Department of Physics and Astronomy

Physics Graduate Faculty who are tenure or tenure track faculty within the Department of Physics and Astronomy may be active Physics Graduate Faculty and entitled to act as chair or co-chair or member of graduate student committees, teach graduate courses, and supervise research. They may also vote on program matters and serve on the Graduate Studies Committee.

b. Career Track Faculty within the WSU Department of Physics and Astronomy

Career track Graduate Faculty internal to the Department of Physics and Astronomy may include scholarly professors, and teaching professors. Such faculty may be active Physics Graduate Faculty and entitled to act as chair or co-chair or member of graduate student committees, teach graduate courses, and supervise research. They may also vote on program matters and to serve on the Graduate Studies Committee.

c. Graduate Faculty Internal to WSU but External to the WSU Department of Physics and Astronomy (affiliate faculty)

This category includes affiliate faculty to the Department of Physics and Astronomy, who are internal to WSU but members of another department, whether tenured or not. Affiliate faculty may be active Physics Graduate Faculty and entitled to act as chair or co-chair or member of graduate student committees, teach graduate courses, and supervise research. They may not vote on program matters or serve on the Graduate Studies Committee.

d. Graduate Faculty External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within the Physics Graduate Program if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Physics Graduate Faculty are entitled to act as a member of graduate student committees or co-chair a committee with a tenured or tenure track member who is also an active member of the Physics Graduate Faculty; teach graduate courses; and supervise research. They may not vote on program matters or serve in the Graduate Studies Committee.

6. External Individual Committee Members

a. Number of members on graduate student committees:

Graduate student committees must have at least three members. There is no upper limit on the size of the committee.

b. Individual Committee Member Internal to WSU:

Individuals not officially participating as Graduate Faculty within the Physics 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 Physics and Astronomy Department Chair.

- c. 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 Physics and Astronomy Department Chair. With approval of the Chair, 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 Graduate Faculty Membership

- 1. Current Active Physics Graduate Faculty** are listed in Section XI of this document.

2. Tenure track and tenured faculty within the Department of Physics and Astronomy

Tenure track and tenured professors in the Department of Physics and Astronomy automatically meet minimum Graduate Faculty requirements as a result of rigorous hiring procedures. Newly hired individuals will be appointed to Program Faculty status at their start dates.

3. Career faculty within the Department of Physics and Astronomy

Career track faculty in the Department of Physics and Astronomy includes faculty in scholarly and teaching professor positions.

They may seek approval as Graduate Faculty members. For approval, a letter of nomination and current curriculum vitae of the nominee should be submitted to the Department Chair. The Department Chair will circulate application materials to all active Graduate Faculty within the Department of Physics and Astronomy to evaluate and vote on the application. Acceptance as a Graduate Faculty Member requires a positive vote by a majority of those faculty who respond to the vote.

4. Affiliate Faculty

Faculty from other programs at WSU can be nominated for membership by submitting a letter of nomination and current

curriculum vitae of the nominee to the Department Chair. The Department Chair will circulate application materials to all active Graduate Faculty within the Department of Physics and Astronomy to evaluate and vote on the application. Acceptance as a Graduate Faculty Member requires a positive vote by a majority of those faculty who respond to the vote.

5. Graduate Faculty external to WSU

Professionals outside WSU may join the Physics Graduate Faculty as adjunct professors following the same nomination, application, and voting procedure described above for affiliate faculty.

6. Expectations commensurate with Graduate Faculty status

There should be a commitment to maintain the highest standards of mentoring for graduate students. In addition, contributions and qualifications of successful Graduate Faculty must include one or more of the following:

- a. A reasonable expectation to maintain an active, funded research program that can support one or more Physics graduate students.
- b. Participation in various administrative, teaching, and other functions of the Physics graduate program, such as by serving on graduate program administrative committees; serving on a thesis or dissertation committees as member or chair; and/or providing graduate level instruction.
- c. An ongoing record of publication of peer-reviewed manuscripts in Physics, astronomy, or a related discipline.

C. Emeritus Faculty

Graduate Faculty in the Department of Physics and Astronomy who are granted Emeritus faculty status, as defined by WSU policy, shall be afforded all the rights and privileges of Graduate Faculty of the program provided they continue to participate in the Program as outlined under Continuation of Membership (Article II, Section D.). Participating emeritus faculty are entitled to chair, co-chair, serve as a committee member, supervise research and serve in the administrative and committee structure.

D. Continuation of Active Membership

1. Physics Graduate Faculty appointments will be reviewed annually by the Department Chair for continuation of active membership. Faculty will be evaluated for contributions to graduate instruction, research, and teaching. Sustaining significant contributions to the Physics graduate program is a requirement for continued active membership. Contributions may take the form of:
 - a. Chairing, co-chairing or being member of a graduate student committee in the Department of Physics and Astronomy or a related discipline such as Materials Science.
 - b. Teaching or co-teaching a graduate course in the Department of Physics and Astronomy or related discipline.
 - c. Supervising research of graduate students in the Department of Physics and Astronomy or related disciplines.
 - d. Serving in the administrative and committee structure of the Physics Graduate Program.
2. Faculty who do not make any contributions listed in D.1 for five consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights nor the right to chair graduate student committees. Initiation of any of the activities such as listed in Section D.1 above may result in restoration of active Graduate Faculty designation.

E. Discontinuation of Membership

Upon request of an active or inactive Graduate Faculty member, his/her individual membership will be discontinued. If that individual's research and graduate program related activities subsequently increases, he/she may reapply for Graduate Faculty membership.

F. Membership Appeal Process

A negative membership decision in Physics may be appealed if made in writing to the Department Chair of Physics and Astronomy within 30 calendar days. The appeal will be evaluated by a majority vote of all Physics Graduate Faculty (see Section IX for definition of quorum). If unsuccessful, a final written appeal may be made to the Dean of the Graduate School within 30 calendar days following the vote of Physics Graduate Faculty.

III. Administration

Administration of the program and its activities is vested in the Department Chair with advice from the Graduate Studies Committee.

IV. Physics and Astronomy Department Chair

Graduate Program Responsibilities of the Physics and Astronomy Department Chair include but are not limited to the following:

1. Provide overall leadership of the Graduate Program.
2. Develop and implement policies.
3. Authorize or Represent the interests of Physics and Astronomy to campus and University administrators.
4. Call and or preside at meetings of the Graduate Studies Committee.
5. Call and preside at Physics and Astronomy faculty meetings.
6. Authorize all Physics and Astronomy administrative matters within the Graduate School.
7. Monitor and authorize the budget.
8. Supervise administrative personnel.
9. Authorize submissions of course or curriculum change/approval forms.
10. Authorize submissions of bylaws changes or approval forms.
11. Approve all publications related to Physics and Astronomy including web pages and catalog copy.
12. Authorize Physics and Astronomy course teaching assignments with relevant teaching faculty.
13. Act in name of and on behalf of the Graduate Studies Committee when the committee is unavailable.

V. Graduate Committees and Advisor

A. Graduate Studies Committee

Coordinates and advises the Department Chair in administering Physics Graduate Programs: Advising, Recruitment and Curriculum. The Academic Coordinator shall record and distribute minutes of each meeting to the faculty and maintain one copy for departmental records.

1. The Graduate Studies Committee is composed of 3 - 4 active Graduate Faculty members, including a Graduate Advisor.
2. Graduate Studies Committee members are appointed by the Department Chair. The Graduate Studies Committee may nominate individuals for committee membership. Final membership will be determined by the Department Chair.
3. Members of the Graduate Studies Committee will serve three year terms with an option for renewal.
4. The Graduate Studies Committee shall have no less than four voting members including the Department Chair. A single non-voting member of the Graduate Studies Committee is the Academic Coordinator, who is

an appointed staff person. Areas in which the Graduate Studies Committee shall assist and advise the Department Chair include:

- a. Manage graduate academic policies; develop and update long-range goals and plans for their attainment. Final decisions require a discussion and vote from the Physics Graduate Faculty.
- b. New graduate student recruitment.
- c. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
- d. Assist with the graduate program assessment process.
- e. Coordinate all activities related to review and revision of the Department of Physics and Astronomy graduate curriculum. Recommendations are made to the Department Chair to be presented to the Physics and Astronomy Graduate Faculty for approval by majority vote.

B. Graduate Recruitment and Admissions Subcommittee:

1. Coordinates all activities related to recruitment and admission of Physics and Astronomy Department graduate students. Members of the Graduate Studies Committee minus the Graduate Advisor comprise this committee. The Chair of the Recruiting Committee shall be appointed by the Physics and Astronomy Department Chair.
2. Reviews all student applications and, in conjunction with the Department Chair, decides the disposition of applications for admission or rejection and financial support, including assistantships, and scholarship/fellowship enhancements. Duties include:
 - a. Work with Academic Coordinator to develop and maintain recruiting materials as needed.
 - b. Review all student applications and in conjunction with the Department Chair, after consultation with the appropriate Graduate Faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
 - c. Oversee occasional recruiting events such as Graduate Recruitment Weekends.
 - d. Review annual revisions of the Physics and Astronomy Department's Graduate Student Handbook. The Department Chair has final approval.
 - e. Participate in new student orientation held each fall semester.

C. Graduate Student Advisor

The Physics and Astronomy Department's Graduate Advisor is appointed for three years with an option for renewal by the Department Chair. Duties and responsibilities include:

- a. Serving as interim advisor for incoming M.S. and Ph.D. students, prior to when they identify a mentoring graduate faculty member.
- b. Assessing student files for program requirements.
- c. Working closely with the Department Chair on case-by-case matters related to academic or work place issues.
- d. Serving in coordination with other Graduate Studies Committee on various curricular matters.
- e. Making recommendations to the Department chair regarding financial support of graduate students for their first and second years.

D. Graduate Curriculum

In addition to duties described under Section V.A, the Graduate Studies Committee coordinates activities related to the review and revision of the Physics and Astronomy curriculum. Duties include:

- a. Review of the Physics and Astronomy curriculum at least annually.
- b. Make recommendations to the Physics and Astronomy Department Chair to be presented to the Graduate Faculty for consideration and approval by majority vote.

E. Other Committees

Ad hoc committees may be appointed by the Department Chair as needed. Addition of new standing committees, or changes to the existing committees, must be approved by amendment of the 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. In accordance with the policies and procedures of the Graduate School at WSU, graduate students are not permitted to serve on committees of other graduate students.
- B. Graduate student M.S. or Ph.D. committees shall consist of a minimum of three members of the graduate faculty. Additionally, at least two of the

committee members must be permanent WSU tenured or tenure-track faculty and Graduate Faculty in Physics.

- 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 Physics and Astronomy Department Chair and Physics Graduate 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 Department Chair shall as needed call meetings of the Graduate Faculty within the Department of Physics and Astronomy. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Department Chair.
- C. A special meeting of the Physics Graduate Faculty within the Department of Physics and Astronomy may be called by petition of five 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. With the exception of extreme circumstances, Physics Graduate Faculty meetings shall be called with a minimum of one week's notice.
- E. Graduate Faculty within the Department but not present on the Pullman campus at the time of the general Physics Graduate Faculty meeting may participate by telephone conference or other electronic means.

IX. Quorum

- A. For general graduate faculty meetings and votes, unless otherwise indicated, a quorum shall be defined as at least 30 percent of Program membership, excluding those outside the Department (adjunct and affiliate faculty). Faculty not present on the Pullman campus at the time of a Physics Graduate Faculty meeting may participate by telephone conference call or other electronic means.
- B. For graduate faculty meetings to assess whether students taking annual qualifying examinations have succeeded or not to Ph.D. candidacy a

quorum shall be defined as at least 30 percent of Program membership, excluding adjunct and affiliate faculty. Faculty not present on the Pullman campus at the time of such a meeting to assess candidacy may participate by telephone conference call or other electronic means.

- C. For programmatic subcommittees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- D. Unless otherwise indicated, a simple majority of the total number of ballots cast is required to pass a motion.
- E. In the event of a tie vote, the Department Chair will decide the outcome.

X. Amendments to the Program Bylaws

- A. The Program Bylaws shall be reviewed every fifth year by the Graduate Studies Committee and annually by the Department Chair.
- B. Amendments to the Graduate Bylaws may be initiated by any eligible Physics Graduate Faculty member. Proposed amendments must be forwarded to the Graduate Studies Committee and the Department Chair. After discussion, proposed amendments shall be forwarded to the Physics Graduate Faculty *at least two weeks prior to the faculty meeting* at which the amendments will be discussed. After discussion and possibly further amendments, the faculty may choose to vote on an amendment, table it for a future meeting, or elect to vote electronically or by secret ballot. Amendments to the Graduate Program in Physics Bylaws require a positive vote of the majority of all active Physics Graduate Faculty.
- C. All amendments and revisions must be submitted to the Graduate School and Faculty Senate for review and final approval.

XI. List of Active Graduate Faculty Members

- A. List of Active Program Faculty within the Department of Physics and Astronomy
 - 1. Allen, Michael
 - 2. Baldassare, Vivienne
 - 3. Bose, Sukanta
 - 4. Cerruti, Nicholas
 - 5. Collins, Brian

6. Collins, Gary
7. Dexheimer, Susan
8. Duez, Matthew
9. Engels, Peter
10. Forbes, Michael
11. Gittes, Frederick
12. Gu, Yi
13. Gupta, Yogendra M.
14. Kuzyk, Mark
- 15.
16. Marston, Philip
17. McCluskey, Matthew
18. McMahan, Jeffery
19. Rasmussen, Anya
20. Saam, Brian
21. Tomsovic, Steven
22. Worthey, Guy

B. Adjunct and Affiliate Faculty

1. Clays, Koen
2. Eilers, Hergen
3. Hawreliak, James
4. Lytel, Richard
5. Mendell, Gregory
6. Perez-Moreno, Javier
7. Sullivan, Dennis
8. Zacate, Matthew

The Chair of the Department of Physics and Astronomy is responsible for submitting an annual updated list of active and inactive Physics Graduate Faculty, and an active and inactive list of affiliate and adjunct faculty participants to the Dean of the Graduate School for approval.