

Horticulture Graduate Program Bylaws
Washington State University
Administrative Home: Department of Horticulture
Last Revision Approval by GSC: Approved by GSC 2019-APR-02
Initial Faculty Senate Approval Date: February 11, 2010

I. Objectives

- A. Degrees offered: Ph.D., M.S.
- B. Discipline: Horticulture (HORT) is a general reference to the field of Horticulture.
- C. Mission of the Program: To provide HORT graduate students with an innovative education focused on their area of interests in horticulture, within which they will be prepared to achieve their professional goals as horticultural researchers, teachers, extension educators, and/or as industry, government, or other professionals.

II. Membership

- A. Graduate Faculty within the HORT 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 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 doctoral and master of science degrees in HORT are offered through the Pullman campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campus at Tri-Cities supports this program but is not approved to directly advertise and offer the degree.
 - b. Approved tenured and tenure track HORT Graduate Faculty at all regional campuses, research and extension centers, agricultural extension sites, and other affiliated university sites may participate equally in the HORT 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 committee member. *Exception: Tenured and tenure-track Affiliate HORT Graduate Faculty may not solely chair a graduate student committee, but may co-chair with another Department of Horticulture tenured or tenure-track HORT Graduate Faculty member.*

2. Graduate Faculty Participation
 - a. Graduate Faculty participation in HORT is independent and separate from academic department, school, or college affiliations.
 - b. All active members of the Graduate Faculty of HORT are eligible to vote on program issues, but only Department of Horticulture tenured and tenure-track HORT Graduate Faculty can vote on membership as outlined in section B below.
3. Disciplinary Expertise

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

HORT Graduate Faculty must be actively involved in research and/or graduate level teaching related to HORT as evidenced within the past five years by either external grant or contract support, related peer-reviewed publications, graduate student mentoring, 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, but not post-doctoral researchers. This category of Graduate Faculty also includes affiliated USDA-ARS researchers, who are classified as WSU adjunct faculty and are listed in Section XI of this document. USDA-ARS faculty are entitled to act as co-chair or member of graduate student committees, teach graduate courses, supervise research, and act as a HORT program committee member. Other non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active HORT Graduate Faculty and are 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 graduate student committee, all non-tenure track HORT graduate faculty internal to WSU must work with a Department of Horticulture tenured or tenure-track faculty member who is also an active member of the HORT Graduate Faculty.
 - b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within HORT if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active HORT 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, or as a HORT program committee member.

6. Individual Non-Graduate Faculty Committee Members

a. Individual Committee Members Internal to WSU

Individuals not officially participating as Graduate Faculty within the HORT 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 Director of the HORT Program.

b. External Individual Committee Members

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 HORT Program Director. With approval of the Program Director, 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. Graduate Faculty listed in Section XI of this document and have been approved by the existing tenured and tenure-track HORT Graduate Faculty, HORT Program Director, and Dean of the Graduate School.
2. All Horticulture faculty who are tenured or tenure-track will receive Graduate Faculty status in the HORT Graduate Program upon hire into the Department of Horticulture.
3. Candidates for Graduate Faculty participation within HORT should be nominated by an existing HORT Graduate Faculty member or they may self-nominate. The nomination should include a letter of nomination, and a curriculum vitae for the nominee. The Program Director will circulate application materials to all active HORT tenured and tenure-track Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of faculty who respond to the vote.
4. 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 HORT graduate students.
- b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the HORT Graduate Program. This may include serving on graduate program administrative committees, serving as a thesis or dissertation committee chair or member, or providing graduate level instruction.
- c. History of publication of peer-reviewed manuscripts in a discipline related to HORT

C. Continuation of Active Membership

- 1. Graduate Faculty appointments to HORT will be reviewed for continuation of active membership by the Program Director every three years with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate mentoring, research, and teaching. Contributions to the HORT Graduate 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 HORT, or
 - b. Teaching or co-teaching a graduate course in HORT, or
 - c. Supervising research for graduate students in HORT, or
 - d. Serving in the administrative and committee structure of HORT.
- 2. Faculty who do not make any of the contributions as stated in C.1 above to the HORT Graduate Program for three consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any of the contributions described in section 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 as HORT Graduate Faculty. If that individual's contributions to the HORT Graduate Program should change as described in section C.1 above, they may reapply for HORT Graduate Faculty participation at any time.

E. Membership Appeal Process

Faculty appeal of any membership decision in HORT must be made in writing to the Program Director of HORT within 30 calendar days of the decision. The appeal is determined by a majority vote of all tenured and tenure-track HORT 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 HORT Graduate Faculty vote.

III. Administration

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

IV. Graduate Program Director

- A. The HORT Graduate Program Director will be the Chair of the Department of Horticulture and Landscape Architecture. Final approval of the Program Director resides with the Dean of the College of Agricultural, Human, and Natural Resource Sciences and the Dean of the Graduate School.

- B. Duties of the Program Director
 - 1. Provide overall academic leadership for HORT.
 - 2. Develop and implement policies for HORT.
 - 3. Represent the interests of HORT to the campus and University administrators.
 - 4. Convene meetings of the Executive Committee.
 - 5. Call and preside at meetings of the Graduate Faculty of HORT.
 - 6. Be responsible for coordinating all HORT administrative matters within the Graduate School.
 - 7. Manage the budgets of HORT.
 - 8. Submit course or curriculum change or approval forms.
 - 9. Submit bylaws change or approval forms.
 - 10. Be responsible for the accuracy of all publications related to HORT, including web pages and catalog copy.
 - 11. Coordinate HORT graduate course teaching assignments.
 - 12. Supervise the activities of the HORT Academic Coordinator as they relate to the program.

V. Committees

- A. Executive Committee

Coordinates and advises the Director in administering HORT. The Academic Coordinator shall record and distribute minutes of each meeting to the faculty and maintain one copy in Program Records.

 - 1. The Executive Committee shall be composed of five to six active Graduate Faculty members of HORT.
 - 2. The Committee Chair will be appointed by the HORT Program Director. The HORT Graduate Faculty may nominate individuals for committee membership. Final membership will be determined by a majority vote of the voting HORT Graduate Faculty in a confidential ballot.

3. Members of the Executive Committee will serve three-year a minimum term.
4. Areas in which the Executive Committee shall assist and advise the Director include:
 - a. Review, develop and update long-range goals for HORT 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. Coordinate recruitment of HORT graduate students, including:
 - 1) Work with the Academic Coordinator to develop and maintain recruiting materials as required.
 - 2) Coordinate all recruitment efforts with the HORT Graduate Faculty
 - 3) Organize annual recruiting.
 - 4) Review all student applications and in conjunction with the Program Director and the Academic Coordinator, after consultation with appropriate HORT Graduate Faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
 - 5) Make recommendations to the Program Director regarding the financial support of graduate students for their first year.
 - e. Coordinate review and revision of the HORT curriculum, including:
 - 1) Regular (at least annual) review of the HORT curriculum.
 - 2) Make recommendations to HORT Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the Program Director of HORT to be presented to the Graduate Faculty for approval by majority vote.
 - 3) Prepare drafts of course or curricular change forms for revision and submission by the HORT Program Director.
 - f. Nominate members for service on ad hoc committees.
 - g. Assist with the HORT program assessment process.

B. Other Committees

Other ad hoc committees may be appointed by the Executive Committee and Program Director 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 (also known as Faculty Advisory 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 the committees of other graduate students.

- B. The graduate committee of each student shall have a minimum of three WSU Graduate Faculty members for MS and Ph.D. An MS committee must have at least one tenured/tenure track HORT Graduate Faculty member; a second member must be HORT Graduate Faculty, but is not required to be tenured/tenure-track. A PhD committee must have at least two tenured/tenure-track HORT Graduate Faculty members; the third member must be graduate faculty in a WSU graduate program, but is not required to be tenured/tenure-track. Affiliate tenured/tenure-track and USDA HORT graduate faculty may co-advise with a Department of Horticulture tenured or tenure-track HORT graduate faculty member. For either an MS or PhD committee, experts from outside of WSU and faculty from other institutions may serve as a fourth or fifth member. All committee members must hold a degree of comparable level to the degree sought by the candidate.
- 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 HORT Program Director and Faculty, graduate student representation will be made to all committee structures. 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 HORT Program Director shall call HORT 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 Director or the Executive Committee.
- C. A special meeting of HORT Graduate Faculty 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. General HORT Graduate Faculty meetings shall be called with a minimum of one week's notice.
- E. Faculty not present on the Pullman campus at the time of a general HORT Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

IX. Quorum

- A. For all general HORT Graduate Faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the eligible HORT Program membership.
- B. For programmatic committees to conduct a 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 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 Executive committee and annually by the Director.
- B. Amendments to the Bylaws may originate from any eligible HORT Graduate Faculty member. Proposed amendments must be forwarded to the HORT Executive Committee and Program Director. After discussion, amendments shall be forwarded to the HORT 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 HORT Bylaws require a positive vote from the majority of all Department of Horticulture tenured or tenure-track HORT 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 Graduate Faculty Participants

- A. List of HORT Graduate Faculty Participants:
 - 1. Horticulture Tenured and Tenure Track: Bondada, BR; Chalker-Scott, LK; Collins, T; DeVetter, LW; Dhingra, A; Evans, KM; Ficklin, S; Kalcsits, L; Keller, M; Knowles, NR; Main, McCord, P, DS; Miles, CA; Moore, PP; Moyer, MM; Musacchi, S; Pavek, MJ; Peace, CP; Poovaiah, BW; Torres, C, Whiting, MD

2. Affiliate (WSU) Tenured and Tenure Track: Benedict, C (Extension-MS); Carpenter-Boggs, L (Crop & Soil Sciences-PhD); Davenport, JR (Crop & Soil Sciences-PhD); Hadwiger, LE (Plant Pathology-PhD); Hoheisel, G-A (Extension-MS); Jacoby, PW (Crop & Soil Sciences-PhD); McMoran, D (Extension-MS); Patten, KD (Extension-PhD); Serra, Sarah (Extension-PhD), Waters, T (Extension-PhD); Wohleb, C (Extension-PhD)
 3. USDA-ARS: Brown, CR (IAREC-Prosser); Coyne, CJ (WRPIS-Pullman); Honaas, Loren (TFRL-Wenatchee); Mattheis, JP (TFRL -Wenatchee); McGee, R (WRPIS-Pullman); Navarre, DA (IAREC-Prosser); Rudell, D (TFRL-Wenatchee); Yang, T (Beltsville, MD); Zasada, I (Corvallis, OR)
 4. Adjunct (external): Du, L, Hanrahan, I; McFerson, J; Thornton, RK; Willett, MJ; Wolfe, WH, Zhang, Y; others upon request from the Department
 5. Non-Tenure Track: Du, L; Jung, S; Knowles, LO; Kumar, GNM, Salazar-Gutierrez, M.
 6. Emeritus Professor (WSU): Andrews, PR, Fellman, J, Hummel, RL, Lohr, VI, Thornton, RE; others upon request from the Department
- B. The Director of the HORT Graduate Program is responsible for submitting an updated list of active and inactive HORT Graduate Faculty participants to the Dean of the Graduate School for approval annually.