

I. Objectives

A. Degrees offered: Ph.D., M.S.

B. Disciplines: The Molecular Biosciences are a dynamic continuum of disciplines that use approaches derived from chemistry, physics, and biology to understand the fundamental mechanisms of living organisms. Representative disciplines include biochemistry, biophysics, cell biology, genetics, genomics, microbiology, molecular biology, structural biology, and research to improve the teaching and learning in any of these fields.

C. Mission of the Molecular Biosciences Graduate Program: Research and service frame the training mission of School of Molecular Biosciences (SMB) housed within the College of Veterinary Medicine. The research mission employs molecular, cellular, and structural techniques to provide new biological insights that contribute to the intellectual and physical well-being of society. The service mission of faculty and trainees includes efforts to support numerous programs across WSU, as well as regional and national scientific societies, local and federal funding agencies, non-profit foundations, and other national and international educational programs. Finally, SMB embraces the challenge of communicating the importance of research and the broader area of science to lay and professional audiences in a reasonable, accountable, and responsible manner. With research and service as the foundation, the SMB training mission arms undergraduate, graduate, and post-graduate students with the necessary skills and tools to: identify and solve modern biological problems at cellular, molecular, and structural levels; communicate effectively both orally and in writing; pursue a life-time of scientific learning; and achieve the highest levels of professionalism and humanism.

II. Membership

A. Graduate Faculty within the Molecular Biosciences Program may be WSU Tenure Track, WSU Career Track, or WSU adjunct/adjunct faculty, subject to the limitations and definitions within this document. Graduate Faculty designated as initial Molecular Biosciences Program Graduate Faculty (listed in Section IX of this document) will be approved when new bylaws are approved by the Faculty Senate. Graduate Faculty subsequently added to the program via the process outlined in section II.B below are approved by the Graduate School.

1. WSU Campus and Extension Site Participation

a. The degrees in Molecular Biosciences are offered through the Pullman campus of Washington State University as formally approved and authorized by the appropriate accrediting body for Washington State University (e.g. NWCCU). The faculty at other campuses and extension sites support this program but have not been officially approved and authorized to directly advertise and offer the degree as individual campuses.

2. Graduate Faculty Participation

a. Location: Graduate Faculty participation in Molecular Biosciences is independent and separate from academic department, school, college, campus, or extension site affiliations.

- b. **Disciplinary Expertise:** All Graduate Faculty in the Molecular Biosciences Program must have roles that align with current Washington Administrative Code Regulations (WAC 250-61-100).

Graduate faculty within Molecular Biosciences are expected to have a Ph.D. in a field related to the disciplines of the molecular biosciences. In addition, they must have demonstrated disciplinary expertise in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

Graduate faculty within Molecular Biosciences may also have M.D., D.V.M, Pharm D. or equivalent degree, and are able to act as chair, co-chair, or member of Master's student advisory committees, and teach graduate courses, but may not serve as Program Director nor on Molecular Biosciences Program committees, and do not have Molecular Biosciences Program voting rights. In order to serve on Ph.D. student advisory committee, they must be approved by the Dean of the Graduate School on a case-by-case basis: the Molecular Biosciences Program Director needs to forward a nomination memo (with accompanying CV or other documentation of expertise) to the Dean of the Graduate School for approval.

- c. **Active Research:** Molecular Biosciences Graduate Faculty must be actively involved in research related to the molecular biosciences as evidenced by recent external grant or contract support, related peer-reviewed publications, graduate student mentoring, or other relevant professional accomplishments within the past five (5) years.

3. Faculty Roles (see II.B for the approval process)

- a. **Tenure Track Faculty in the School of Molecular Biosciences:** All Tenure Track Faculty (pre-tenured and tenured) from School of Molecular Biosciences are automatically approved Graduate Faculty in Molecular Biosciences, entitled to act as chair, co-chair, and member of graduate student advisory committees, teach graduate courses, serve as Program Director, and serve on all Molecular Biosciences Program committees. They are voting eligible.
- b. **Tenure Track Faculty Outside of School of Molecular Biosciences:** Tenure Track Faculty outside of School of Molecular Biosciences who are approved affiliate Molecular Biosciences Program Graduate Faculty are entitled act as chair, co-chair, or member of graduate student advisory committees, and teach graduate courses. They may not serve as Program Director nor on Molecular Biosciences Program committees. They are not voting eligible.
- c. **Career Track Faculty:** Career Track Faculty include non-Tenure Track research, scholar, and clinical faculty. Approved Career Track Molecular Biosciences Graduate Faculty are entitled to act as co-chair or member of graduate student advisory committees, teach graduate courses, and serve on all Molecular Biosciences graduate program committees. They are voting eligible. They cannot chair student advisory committees and when serving as co-chair, they must co-chair with a Tenure Track Faculty member who is also a member of the Molecular Biosciences Graduate Faculty.

- d. Adjoint and Emeritus Faculty: Professionals external to WSU may be granted Graduate Faculty participation within Molecular Biosciences if they are first officially approved as adjoint or adjunct faculty for WSU.

Adjoint faculty who are approved as Molecular Biosciences Graduate Faculty are entitled to act as chair, co-chair, or member of graduate student advisory committees and teach graduate courses. They may not serve as Program Director nor on Molecular Biosciences Program Committees. They are not voting eligible.

Emeritus Faculty: Molecular Biosciences Graduate Faculty who enter Emeritus status may complete their current terms as chairs and members of graduate student advisory committees but may not sit as chair or member on new student advisory committees. They may not serve as Program Director nor on Molecular Biosciences Program committees. They are not voting eligible. They cannot chair student advisory committees and when serving as co-chair, they must co-chair with a Tenure Track Faculty member who is a member of the Molecular Biosciences Graduate Faculty.

- e. Individuals who are not Graduate Faculty in the Molecular Biosciences Program: Individuals not officially participating as Graduate Faculty within the Molecular Biosciences Program may serve on graduate student advisory committees as outlined here.

Faculty who are members of the Graduate Faculty in another WSU graduate program, whose committee appointment is approved by the Program Director of the Molecular Biosciences Program, may serve on a graduate student's advisory committee. They have no additional rights and responsibilities in this program unless they are approved as Graduate Faculty in the Molecular Biosciences Program.

Individuals not officially participating as Graduate Faculty in any Graduate Program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a member for an individual student's advisory committee 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 Molecular Biosciences Program Director. With approval of the Program Director, the nomination memo (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval. They have no additional rights and responsibilities in this program.

- f. Table: Summary of Participation

The table below summarizes the roles and participation level for Graduate Faculty members committees within the Molecular Biosciences Program as described above.

Professional Status	Chair	Co-Chair	Student Committee Member	Pr. Dir. Pr. Comm.	Voting Eligible
Tenure-Track in School of Molecular Biosciences (SMB)	X	X	X	X	X
Tenure-Track out of Department/School	X	X	X		
Career-Track		X	X		X
Adjoint	X	X	X		
Emeritus		X	X		
Tenure Track at another Institution.			X		

B. Approval of Membership

1. Initial approved Graduate Faculty within Molecular Biosciences are listed in Section IX of the initial Program Bylaws and have been approved by the Molecular Biosciences Program proposed initial Graduate Faculty, proposed Molecular Biosciences Program Director, and the Dean of the Graduate School.
2. All potential Graduate Faculty can be nominated by an existing Molecular Biosciences Graduate Faculty member. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Program Director will circulate application materials to all voting eligible Graduate Faculty prior to the vote. New Graduate Faculty require approval from the majority of voting eligible Graduate Faculty who respond to the vote.

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 the following:

- a. Appropriate Educational credentials as outlined in II.A.2.
 - b. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of a Molecular Biosciences graduate student.
 - c. History of publication of peer-reviewed manuscripts in a discipline related to Molecular Biosciences.
3. A list of names of newly approved Graduate Faculty, along with a curriculum vitae for each candidate, may be forwarded to the Dean of the Graduate School at the time that they are approved. With the dean's approval, they will be added to the Graduate Faculty list for the Molecular Biosciences Program.

C. Continuation of Membership: Graduate Faculty appointments to Molecular Biosciences Program will be reviewed for continuation of membership by the Program Director yearly, as described in III.B.3.n. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the Molecular Biosciences Program shall be a requirement for continued membership. Contributions may take the form of:

1. Committee chair, co-chair, or committee member for graduate students in Molecular Biosciences.

2. Teaching or co-teaching a graduate course in Molecular Biosciences.
- D. Discontinuation of Membership
1. Initiation of Discontinuation: Upon request of a Graduate Faculty member of the Molecular Biosciences Program, with the support of the Program Director, an individual membership can be discontinued. It is up to the Program Director to notify the faculty member that they have been discontinued from the program.
 2. Membership Appeal Process: Faculty appeal of any membership decision in Molecular Biosciences must be made in writing to the Molecular Biosciences Program Director within 30 calendar days of being notified of the decision. An appeal will only be granted if it is supported by the majority of voting eligible Molecular Biosciences Graduate Faculty who respond to the vote. Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Molecular Biosciences Graduate Faculty vote.

III. Administration

- A. Administration of the program and its activities is vested in the Molecular Biosciences Program Director with advice from Director of SMB.
- B. Graduate Program Director: The Program Director of Molecular Biosciences will be nominated by the Director of the School of Molecular Biosciences and accepted by majority vote of the voting eligible Molecular Biosciences Graduate Faculty. Final approval of the Program Director resides with the Dean of the College of Veterinary Medicine and the Dean of the Graduate School.
 1. The Program Director shall serve a term of four (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 III.B above.
 2. The Program Director may be removed from office by a majority vote of voting eligible Molecular Biosciences Graduate Faculty and with the approval of the deans as described in III.B above.
 3. Duties of the Program Director:
 - a. Provide overall academic leadership for Molecular Biosciences Program.
 - b. Develop and implement policies for Molecular Biosciences Program.
 - c. Represent the interests of Molecular Biosciences to the campus and University administrators.
 - d. Call and preside at meetings of the Graduate Executive Committee.
 - e. Call and preside at meetings of the Graduate Faculty of Molecular Biosciences.
 - f. Be responsible for coordinating all Molecular Biosciences administrative matters within the Graduate School.
 - g. Submit course or curriculum change or approval forms.
 - h. Submit Molecular Biosciences Program revised bylaws.
 - i. Be responsible for the accuracy of all publications related to Molecular Biosciences including web pages and catalog copy.
 - j. Coordinate Molecular Biosciences graduate course teaching assignments with relevant department chairs.
 - k. Supervise the activities of the Molecular Biosciences Academic Coordinator as they relate to the program.

- l. Coordinate the annual performance review of each graduate student in the program.
- m. Submit an updated list of Molecular Biosciences Graduate Faculty to the Dean of the Graduate School for approval by August 1 each year.
- n. Coordinate Molecular Biosciences Program assessment annually and submit an assessment report to the deans listed in III.B above.

IV. Committees

- A. The SMB Graduate Executive Committee: Coordinates and advises the Program Director in administering the Molecular Biosciences graduate program. The Academic Coordinator shall record and distribute minutes of each meeting to the Graduate Faculty and maintain one copy in Program Records.
 1. The Executive Committee shall be composed of four to six Graduate Faculty members of Molecular Biosciences Program. The executive committee shall consist of the Molecular Biosciences Program Director, the Recruiting committee chair or co-chairs, and two-four other members who are appointed by the SMB Director. Members of the Executive Committee will serve four year terms.
 2. The Program Director will chair the Executive Committee.
 3. Areas in which the Executive Committee shall assist and advise the Program Director include:
 - a. Review, develop and update long-range goals for Molecular Biosciences and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all Graduate Faculty.
 - b. Provide feedback and advice on new ideas, changes, etc. in academic or administrative issues.
 - c. Provide guidance on administration of the Molecular Biosciences Program.
 - d. Nominate members for service on other committees.
 - e. Assist with Molecular Biosciences Program assessment process.
- B. Recruiting Committee: Coordinates all activities related to recruitment of Molecular Biosciences graduate students.
 1. The Recruiting Committee shall consist of six to eight members of the Molecular Biosciences Graduate Faculty nominated by the Executive Committee and approved by the Molecular Biosciences Program Director.
 2. Members of the Recruiting Committee shall serve three (3) year terms.
 3. The Chair of the Recruiting Committee shall be appointed by the Molecular Biosciences Program Director.
 4. Duties of the Recruiting Committee include:
 - a. Work with the Academic Coordinator to develop and maintain recruiting materials as required.
 - b. Coordinate all recruitment efforts with the Molecular Biosciences Graduate Faculty.
 - c. Organize annual recruiting events.
 - d. Review all student applications and in conjunction with the Molecular Biosciences Program Director and appropriate Molecular Biosciences Graduate

Faculty and recommend the acceptance or rejection of applicants in a timely manner.

- C. Curriculum Committee: Coordinates all activities related to review and revision of the Molecular Biosciences curriculum
 - 1. The Curriculum Committee consists of six-eight members of the Molecular Biosciences Graduate Faculty nominated by the Executive Committee and approved by the School of Molecular Biosciences Director and the Molecular Biosciences Graduate Program Director.
 - 2. Members of the Curriculum Committee shall serve three (3) year terms.
 - 3. The Chair of the Curriculum Committee shall be appointed by the director of the School of Molecular Biosciences.
 - 4. Duties of the Curriculum Committee include:
 - a. Regular (at least annual) review of the Molecular Biosciences curriculum.
 - b. Make recommendations to Molecular Biosciences Graduate Faculty regarding curricular revision and prepare drafts of course or curricular change forms for revision. Such recommendations are presented to the Graduate Faculty for approval by majority vote of the voting eligible Graduate Faculty.
- D. Other Molecular Biosciences Program 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.
- E. Student Representatives: At the discretion of the Molecular Biosciences Program Director and Graduate Faculty, student representation may be added or deleted from any Program Committee structure.

V. Graduate Student Advisory Committees

- A. The initial selection, or subsequent changes, of a graduate student's 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 and recent WSU graduates 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 Master's and four members for Ph.D. Two members of Master's and Ph.D. committees must be School of Molecular Biosciences Tenure-Track faculty. The third member may be either an SMB career track faculty member, a Molecular Biosciences affiliate faculty member, a Molecular Biosciences adjoint faculty member, or a College of Veterinary Medicine tenure-track faculty who is a member of the IPN or IID graduate program. The fourth member may be a tenure-track faculty member from any graduate program at WSU or, by approval of the Molecular Biosciences Program Director, may be faculty from another University or Research Institution or career track faculty from another program at WSU.

VI. Graduate Faculty Meetings

- A. The Molecular Biosciences Program Director shall call Molecular Biosciences Graduate Faculty meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda two days in advance.

- B. Other meetings may be called at the discretion of the Program Director or the Executive Committee.
- C. A special meeting of Molecular Biosciences Graduate Faculty may be called by petition of 25 percent or more of the Graduate Faculty members.
- D. Efforts will be made to communicate items of interest, including notification of a Graduate Faculty Meeting, to the faculty via e-mail. General Molecular Biosciences Graduate Faculty Meetings shall be called with a minimum of one week's notice.
- E. Faculty not on campus at the time of a Molecular Biosciences Program Graduate Faculty Meeting may participate by electronic means

VII. Quorum

- A. For all general Graduate Faculty Meetings, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Molecular Biosciences Program voting eligible membership.
- B. For Other Molecular Biosciences Program Committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- C. A majority is needed to pass motions. Unless otherwise indicated, a majority refers to more than 50% of the votes cast.
- D. In the event of a tie vote in Graduate Faculty Meeting, the Program Director will decide the outcome of the vote. For tie votes that occur within Other Molecular Biosciences Program Committees, the Committee Chair will decide the outcome of the vote.

VIII. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Executive committee and annually by the Program Director.
- B. Amendments to the Bylaws may originate from any Molecular Biosciences Graduate Faculty member. Proposed amendments must be forwarded to the Molecular Biosciences Executive Committee and Program Director. After discussion, amendments shall be forwarded to the Molecular Biosciences 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 Graduate Faculty meeting prior to vote. Votes on amendments may occur at a Graduate Faculty meeting or electronically. Amendments to the Molecular Biosciences Program Bylaws require a positive vote from the majority of all voting eligible Molecular Biosciences Graduate Faculty.
- C. All revised Bylaws must be submitted to the Faculty Senate Graduate Studies Committee for review and final approval and will be forwarded to the Faculty Senate as an information item.

IX. List of Proposed Graduate Faculty Participants

- A. List of initial Molecular Biosciences Program Graduate Faculty members:

SMB WSU Tenure/Tenure Track Faculty

Alderete, John
 Brosemer, Ronald
 Cooper, Cynthia
 Davis, William
 Driskell, Ryan
 Gloss, Lisa

Klotz, Martin
 Konkell, Michael
 MacLean, James
 Oatley, Jon
 Offerdahl, Erika
 Roberts, Steven

Goodman, Alan
Griswold, Michael
Haseltine, Cynthia
Hassold, Terry
Hayashi, Kanako
Her, Chengtao
Hunt, Patricia

Shelden, Eric
Watts, Jennifer
Winuthayanon, Wipawee
Wyrick, John
Xun, Luying

Emeritus:

Black, Margaret
Kim, Kwanhee

Smerdon, Michael

Career-track faculty with appointments in SMB

Ederer, Martina
Helmick, Consetta
Hinz, John
McCabe, Norah

Mixter, Phil
Rolfmeier, Mike
Sanchez-Lanier, Mary

Affiliate WSU Faculty

Gunn, Bonnie (Allen School)
Call, Douglas (Allen School)
Law, Nathan (Animal Sciences)
Nicola, Anthony (VMP)
Omsland, Anders (Allen School)
Tanner, Bertrand (IPN)
Kawula, Thomas (Allen School)

Krueger, James (IPN, WSU Spokane)

Adjoint Faculty

Carabeo, Rey (University of Nebraska Medical Center, Omaha, NE)

X. History of **School of Molecular Biosciences Program Bylaws**

Molecular Biosciences Graduate Program Bylaws

Washington State University (WSU)

Administrative Home: College of Veterinary Medicine

Last Revised – by Faculty: 05/15/2016

Faculty Senate Approval Date: GSC Approval 09/13/2016

Current submission approved by Faculty 05/11/2021

Faculty Senate Approval Date: GSC Approval ??/??/2021

REMINDER

The Program Director of the SMB Program
is responsible for submitting an updated list of SMB Graduate Faculty
to the Dean of the Graduate School for approval
prior to August 1st of each year.
Mid-year requests may be approved at the discretion
of the Dean of the Graduate School.