

I. Objectives

- A. Degrees offered: M.S. in Environmental and Natural Resource Science (thesis and non-thesis options), M.S. in Geology (thesis only), Ph.D. in Environmental and Natural Resource Science, and Ph.D. in Geology.
- B. Discipline: The School of the Environment (SOE) supports the current and future mission of Washington State University as a major land-grant research institution. Our teaching, research and outreach advances understanding of the Earth's complex and dynamic physical, structural, biogeochemical, ecological and biological systems and effects of land use and climate change. We advance scientific and social innovations needed to conserve biological diversity and to promote productive and sustainable ecological and human communities.
- C. Mission of the Program: Through our activities SOE aims to:
 - Generate fundamental knowledge about the Earth, environmental and ecological process, natural resources and human-environment interactions.
 - Develop solutions to state, national and global environmental problems
 - Provide cutting-edge training to the next generation of research scientists, environmental and natural resource managers, environmental leaders, policy makers and global citizens.
 - Facilitate the integrated research and education necessary to support the Land Grant Mission to achieve a sustainable future
 - Promote the long-term conservation and enhancement of biological diversity and natural resources in an ecologically sustainable manner.

II. Membership

- A. Graduate Faculty within the SOE 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 SOE 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 SOE are matriculated through all campuses and research and extension centers of Washington State University as formally approved and authorized by the appropriate accrediting body for Washington State University (e.g. NWCCU).
 2. Graduate Faculty Participation
 - a. Location: Graduate Faculty participation in SOE is independent and separate from academic department, school, college, campus, or extension site affiliations.
 - b. Disciplinary Expertise: All Graduate Faculty in the SOE Program must have roles that align with current Washington Administrative Code Regulations (WAC 250-61-100). Graduate faculty within SOE are expected to have a Ph.D. in a field related to Earth, Environmental and Natural Resources. In addition, they must have demonstrated disciplinary expertise in mentoring and teaching graduate students in this field, and relevant professional accomplishments.

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- c. Active Research: SOE Graduate Faculty must be actively involved in research related to SOE 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 SOE: All Tenure Track Faculty (pre-tenured and tenured) from SOE are automatically approved Graduate Faculty in SOE and are entitled to act as chair, co-chair, and member of graduate student advisory committees, teach graduate courses, serve as associate director for graduate studies (hereafter ‘associate director’), and serve on all SOE Program committees. They are voting eligible.
 - b. Tenure Track Faculty Outside of SOE: Tenure Track Faculty outside of SOE who are approved SOE Program Graduate Faculty (Affiliate) are entitled to act as co-chair or member of graduate student advisory committees, teach graduate courses, and may serve on SOE Program committees. They may act as chair of a graduate student advisory committee on a case-by-case basis approved by the associate director. They may not serve as associate director nor are they voting eligible.
 - c. Career Track Faculty: Career Track SOE faculty with a research or scholarly appointment are automatically approved Graduate Faculty in SOE and are therefore entitled to act as chair, co-chair, and member of graduate student advisory committees, teach graduate courses, serve as associate director, and serve on all SOE Program committees. They are voting eligible. Career Track SOE faculty with teaching appointments may be approved as Graduate Faculty in SOE on a case-by-case basis.
 - d. Adjunct/Adjoint Faculty: Professionals external to WSU, including USDA-ARS and PNNL researchers, may be granted Graduate Faculty participation within SOE if they are first officially approved as adjunct or adjoint faculty for WSU. Once approved as SOE Graduate Faculty, they are entitled to act as co-chair or member of graduate student advisory committees and teach graduate courses. They may not serve as associate director of SOE nor on SOE Program committees. They are not voting eligible.
 - e. Emeritus Faculty: SOE Graduate Faculty who enter Emeritus status may complete their current terms as chairs of graduate student advisory committees but may not act as chair on new student advisory committees, unless approved by the associate director. Emeritus SOE Graduate Faculty approved by the associate director of SOE are entitled to act as co-chair or member of graduate student advisory committees. They may not serve as associate director but may serve on SOE Program committees on a case-by-case basis. They are not voting eligible. They are not considered Tenure Track on graduate advisory committees beginning one year after receiving Emeritus status.
 - f. Individuals who are not Graduate Faculty in the SOE: Individuals not officially participating as Graduate Faculty within SOE may serve on graduate student advisory committees as outlined here.

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Faculty who are members of the Graduate Faculty in another WSU graduate program may serve on a graduate student’s advisory committee if their appointment is approved by the SOE associate director. They have no additional rights and responsibilities in this program, unless they are approved as Graduate Faculty in the SOE.

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 vita of the desired committee member to the associate director. With approval of the associate 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.

g. Table: Summary of Participation

The table below summarizes the roles and participation level for Graduate Faculty members committees within SOE as described above. Asterisks indicate exceptions on a case-by-case basis as approved by the associate director.

Professional Status	SOE Grad Faculty	Graduate Advisory Committee Roles			SOE Program Roles		
		Chair	Co-Chair	Member	Associate Director	Committee Member	Voting Eligible
WSU Tenure-Track in SOE	Y (automatic)	Y	Y	Y	Y	Y	Y
Career-Track in SOE (research or scholarly appointment)	Y (automatic)	Y	Y	Y	Y	Y	Y
Career-Track in SOE (teaching appointment)	*	*	*	Y	*	Y	Y
Emeritus in SOE	Y	N [^]	Y	Y	N	*	N
WSU Tenure-Track Affiliate in SOE	Y	*	Y	Y	N	Y	N
Adjoint/Adjunct to WSU	Y	*	Y	Y	N	N	N
WSU Tenure-Track not SOE	N	N	N	Y	N	N	N
Not WSU	N	N	N	Y	N	N	N

[^] Cannot take on new chair position after gaining emeritus status

B. Approval of Membership

4. Initial approved Graduate Faculty within SOE are listed in Section IX of the initial Program Bylaws and have been approved by SOE proposed initial Graduate Faculty, the proposed SOE director, and the dean of the Graduate School.

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5. All potential Graduate Faculty can be nominated by an existing SOE Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vita for the nominee. The associate 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 SOE graduate student.
 - c. History of publication of peer-reviewed manuscripts in a discipline related to SOE.
 6. 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 SOE Graduate Faculty list.
- C. Continuation of Membership: Graduate Faculty appointments to SOE will be reviewed for continuation of membership by the associate director every 3 years. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to SOE 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 SOE.
 2. Teaching or co-teaching a graduate course in SOE.
 3. Serving in the administrative and committee structure for SOE.
- D. Discontinuation of Membership
1. Initiation of Discontinuation: Upon a vote for discontinuation by the majority of voting eligible SOE Graduate Faculty who respond to the vote, with the support of the SOE director, an individual membership can be discontinued. It is up to the SOE associate director for graduate studies to notify the faculty member that they have been discontinued from the program. If that individual's research and graduate training activity should change, they may reapply for SOE Graduate Faculty participation at any time.
 2. Membership Appeal Process: Faculty appeal of any membership decision in SOE must be made in writing to the SOE associate director for graduate studies 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 SOE 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 SOE Graduate Faculty vote.

II. Administration

- A. Administration of the SOE Graduate Program and its activities is vested in the director of SOE with advice from the associate directors.

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- B. Associate director for Graduate Studies ('associate director'): The associate director will be appointed by the director of SOE. Final approval of the associate director resides with the dean of the CAHNRS and CAS and the dean of the Graduate School.
1. The associate director shall serve a term of three (3) years and is eligible for re-appointment 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 associate director may be removed from office by a majority vote of voting eligible SOE Graduate Faculty and with the approval of the deans as described in III.B above.
 3. Duties of the associate director:
 - a. Provide overall academic leadership for SOE.
 - b. Develop and implement policies for SOE.
 - c. Represent the interests of SOE to the campus and University administrators.
 - d. Call and preside at meetings of the Graduate Studies Committee.
 - e. Call and preside at meetings of the SOE Graduate Faculty.
 - f. Be responsible for coordinating all SOE administrative matters within the Graduate School.
 - g. Submit graduate course or curriculum change or approval forms.
 - h. Submit SOE graduate program revised Bylaws.
 - i. Be responsible for the accuracy of all publications related to SOE graduate programs including web pages and catalog copy.
 - j. Coordinate SOE graduate course teaching assignments with relevant department chairs.
 - k. Supervise the activities of the SOE 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 SOE Graduate Faculty to the Dean of the Graduate School for approval by August 1 each year.
 - n. Coordinate SOE Program assessment annually and submit an assessment report to the deans listed in III.B above.

III. Committees

- A. Graduate Studies Committee: Coordinates and advises the SOE director in administering graduate programs in SOE. The associate director or a designated staff shall record and distribute minutes of each meeting of the Graduate Studies Committee.
1. The Graduate Studies Committee shall be composed of four (4) to six (6) SOE Graduate Faculty. Graduate Faculty may nominate individuals for committee membership, and members will be designated by the director of SOE.
 2. The Graduate Studies Committee will be chaired or co-chaired by the associate director, appointed by the director of SOE in consultation with the deans. Any co-chair will be appointed by the director of SOE.
 3. Areas in which the Graduate Studies Committee shall assist and advise the associate director and director include:

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- a. Review, develop and update long-range goals for SOE graduate programs and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all SOE Graduate Faculty.
 - b. Provide feedback and advice on new ideas, changes, etc. in academic or administrative issues.
 - c. Provide guidance on administration of the SOE graduate program.
 - d. Nominate members for service on other committees.
 - e. Assist with SOE Program assessment process.
4. Recruitment functions of the Graduate Studies Committee:
Together with the associate director for Graduate Studies and the administrative manager of SOE, the Graduate Studies Committee coordinates all activities related to recruitment of SOE graduate students including:
- a. Working with the associate director to develop and maintain recruiting materials as required.
 - b. Coordinating all recruitment efforts with the SOE Graduate Faculty.
 - c. Organizing annual recruiting events.
 - d. Reviewing all student applications and, in conjunction with the associate director and appropriate SOE Graduate Faculty, recommend the acceptance or rejection of applicants in a timely manner.
 - e. Make recommendations to the director of SOE regarding the financial support of graduate students for their first year.
5. Curriculum oversight functions of the Graduate Studies Committee: Coordinates all activities related to review and revision of the SOE graduate curriculum including:
- a. Regular (at least annual) review of the SOE graduate curriculum.
 - b. Make recommendations to SOE Graduate Faculty regarding curricular revision and prepare drafts of course or curricular change forms for revision. Such recommendations are forwarded to the director of SOE to be presented to the Graduate Faculty for approval by majority vote of the voting eligible Graduate Faculty.
- B. Other SOE Committees related to graduate studies: Other ad hoc committees may be appointed by the associate director as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of SOE Graduate Program Bylaws.
- C. Student Representatives: SOE has a grad student association (GSA) which interacts with the faculty and the Associate Director for Grad studies on a regular basis. The GSA elects a student representative who represents the graduate students at faculty meetings. At the discretion of the director of SOE and SOE Graduate Faculty, student representation may be added or deleted from any SOE graduate program committee structure.

IV. 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, current post-doctoral students, graduate students and recent WSU graduates (within 3 years) are not permitted to serve on the advisory committees of graduate students.

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- A. The graduate advisory committee of each student shall have a minimum of three members for M.S. and three members for Ph.D. At least 50% of committee members must be SOE Graduate Faculty members. Additionally, a minimum of one member of M.S. and two members of Ph.D. advisory committees must be SOE Tenure-Track faculty. Additional committee members beyond three must have the minimum degree sought by the student and be approved for committee membership by the SOE Assistant Director of Grad Studies.

Committee Member	WSU	SOE Grad Faculty	Tenure-Track	Has minimum degree sought (MS or PhD)
1	Y	Y	Y	Y
2	Y	Y	Y (PhD only)	Y
3	Y			Y
Optional 4+		At least 50% must be SOE grad faculty		Y (and is approved by SOE AD Grad Studies)

V. Graduate Faculty Meetings

- A. The associate director shall call SOE 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 SOE director or the associate director.
- C. A special meeting of SOE Graduate Faculty may be called by petition of 25 percent or more of the SOE Graduate Faculty members.
- D. Efforts will be made to communicate items of interest, including notification of a SOE Graduate Faculty Meeting, to the faculty via e-mail. General SOE Graduate Faculty Meetings shall be called with a minimum of one week’s notice.
- E. Faculty not on campus at the time of a meeting of the SOE Graduate Faculty may participate by electronic means.

VI. Quorum

- A. For all general meetings of the SOE Graduate Faculty, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the SOE Program voting eligible membership.
- B. For other SOE 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 a meeting of the SOE Graduate Faculty, the director of SOE will decide the outcome of the vote. For tie votes that occur within other SOE Program Committees, the Committee Chair or co-chairs will decide the outcome of the vote.

VII. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Graduate Studies Committee and the director of SOE.

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- B. Amendments to the Bylaws may originate from any SOE Graduate Faculty member. Proposed amendments must be forwarded to the SOE Graduate Studies Committee and Program Director. After discussion, amendments shall be forwarded to the SOE Graduate Faculty electronically at least 1 week prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 1-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 SOE Program Bylaws require a positive vote from the majority of all voting eligible SOE 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.

VIII. List of Proposed Graduate Faculty Participants

- A. List of initial SOE Graduate Faculty members:

1. Henry Adams
2. Stephen Bollens
3. Matt Carroll
4. Catherine Cooper
5. Alex Fremier
6. Caren Goldberg
7. Johannes Hammerli
8. Stephanie Hampton
9. John Harrison
10. Stephen Henderson
11. Stephen Katz
12. Kent Keller
13. Mark Kramer
14. Peter Larson
15. Sean Long
16. Jeffrey Manning
17. Jenifer McIntyre
18. Arjan Meddens
19. Kevan Moffett
20. Barry Moore
21. Marcia Ostrom
22. Charles Robbins
23. Sarah Roley
24. Gretchen Rollwagen-Bollens
25. Rodney Sayler
26. Lisa Shipley
27. Deepti Singh
28. Mark Swanson
29. Daniel Thornton
30. Jeffrey Vervoort

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31. Michael Berger
32. Scott Boroughs
33. Allyson Beal King
34. Arron Steiner
35. Kara Whitman
36. Kurtis Wilkie
37. Keith Blatner
38. Frederick Ford
39. David Gaylord
40. Linda Hardesty
41. James Pratt
42. Anthony Watkinson
43. John Wolff
44. Benjamin Zamora
45. John Bishop
46. Amanda Boyd
47. Michael Brady
48. Lynn Carpenter-Boggs
49. Alexander Dimitrov
50. Allan Felsot
51. Vincent Hebert
52. Md Hossain
53. Anand Jayakaran
54. Leslie New
55. Todd Norton
56. Cheryl Schultz
57. John Stark
58. Nikolay Strigul
59. Steven Sylvester
60. Hannah Brenkert-Smith
61. Sherry Cady
62. Jahi Chappeli
63. Sarah Converse
64. Rachel Cook
65. Dennis Dauble
66. Jennifer Forbey
67. Jason Gross
68. Sarah Hart
69. Laura Heinse
70. Timothy Johnson
71. Reed Lewis
72. Ryan Long
73. Benjamin Maletzke
74. Owen Neill

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75. Cailin Orr
76. Julie Padowski
77. Regan Patton
78. Travis Paveglio
79. Ruth Phillips
80. Janet Rachlow
81. Stephen Reidel
82. Michael Rowe
83. Dirk Sculze-Makuch
84. Edward Shallenberger
85. Katherine Strickler
86. Charles Timchalk
87. Brian Tissot
88. Aaron Wright

REMINDER

The Associate Director for Grad Studies of the SOE Program is responsible for submitting an updated list of SOE 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.

To: Dr. Lisa Gloss, Dean
WSU Graduate School

From: Matt Carroll, Associate Director, Grad Studies
School of the Environment



Lisa Shipley , Cochair, Grad Studies
School of the Environment

Re: SOE graduate student guidance committee composition

Date:

As per the meeting held on 3 November 2021 between Dr Lisa Gloss, Dean of the Graduate School and Lisa Shipley and Matt Carroll , co-chairs of the SOE Grad Studies Committee, the following two interpretations of Graduate School rules concerning the composition of SOE graduate student committees were agreed:

- 1) The Graduate School rule that states that greater than 50 percent of a student graduate guidance committee must be from the home department shall be interpreted such that if at least 50 percent of the committee is from SOE, this shall be deemed sufficient to meet said requirement;
- 2) That WSU faculty from units other than SOE who have been approved for Grad faculty status in SOE shall be counted toward the 50 percent rule noted above .

On behalf of the Graduate School, I approve the requested exception to policy to allow graduate student advisory committees with only 50% SOE graduate faculty (rather than a majority). Any faculty member, formally approved by a vote of the current SOE graduate faculty to serve as SOE graduate faculty, shall be counted as part of this 50%, regardless of their home/appointing department. This exception does not change the requirement that the committee must contain a minimum of three WSU faculty.

The rationale for this exception is that SOE faculty and students pursue highly interdisciplinary research and scholarship, and thus often need to call on expertise beyond faculty formally on appointment with SOE. In particular, this becomes problematic because SOE students often require a fourth committee member who is external to WSU.

This exception is approved for immediate implementation, and should be attached to the revised bylaws to be submitted by SOE. The exception shall remain in place until the end of the Fall 2025 semester. At that time, the impact and success or failure of the exception shall be reviewed.



24 November 2021