

Animal Sciences Graduate Program Bylaws

I. Objectives

- A. Degrees offered: The Department of Animal Sciences offers two graduate degrees:
 - a. Master of Science in Animal Sciences
 - b. Doctor of Philosophy in Animal Sciences
- B. Animal Sciences contributes to animal and human well-being through the application of basic discovery and applied science. Disciplines included in the Animal Science graduate program are designed to seek an understanding of the biology of domesticated and managed populations of animals. The program integrates studies ranging from biochemical processes to holistic studies of animal populations and their impact on the environment. Animal science disciplines include physiology, growth and meat science, nutrition and the environment, reproduction, genetics/genomics, stem cell biology, gene editing and behavior. Emphases include the application of biology to enhance the production, health and well-being of animals and humans, as well as the safety and quality of food and other products derived from animals.
- C. Mission of the Program: The ultimate goal of the Graduate Program in Animal Sciences is to train animal scientists to contribute meaningfully to animal and human well-being. The Graduate Program in the Department of Animal Sciences is designed to provide fundamental training in basic and applied animal and biological sciences. Upon completion of their graduate program, graduate students in Animal Sciences will be able to read, listen, and observe accurately, to question intelligently, to apply classical and modern scientific principles to the animal and biological sciences, to judge and interpret data objectively, and to communicate effectively in oral and written form.

II. Membership

- A. Graduate Faculty within the Animal Sciences Program may be WSU Tenure Track, WSU Career Track, or WSU adjunct faculty, subject to the limitations and definitions within this document. Animal Sciences 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 graduate degrees in Animal Sciences are offered through the Pullman campus as formally approved and authorized by the appropriate body for Washington State University (previously the Higher Education Coordinating Board and currently the NWCCU accreditation body). The other WSU campuses are not approved nor authorized by the HECB to advertise and offer Animal Sciences degrees.
 - b. Approved tenured and tenure track Animal Sciences Graduate Faculty at all regional campuses, WSU Extension sites, and Graduate Faculty participation affiliated university sites may participate equally in the Animal Sciences program as supporting site faculty with full program rights and responsibilities. As such, these faculty members may participate as chairs, co-chairs, or members of graduate student committees; may participate in offering graduate courses; supervise research; and act as Animal Sciences Graduate Committee members.

2. Graduate Faculty participation in Animal Sciences is independent and separate from academic department, school, college, campus, or Extension site affiliations.
- B. **Disciplinary Expertise:** All Graduate Faculty in the Animal Sciences Program must have roles that align with current Washington Administrative Code Regulations (WAC 250-61-100). Graduate faculty within Animal Sciences are expected to have a Ph.D. or equivalent doctoral-level degree in a field related to Animal Sciences. In some instances, individuals with M.S. degrees may serve on the Graduate Faculty and serve on M.S. degree committees. Graduate Faculty must have demonstrated disciplinary expertise in a field related to animal sciences, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.
- C. **Active Research:** Animal Sciences Graduate Faculty must be actively involved in research related to Animal Sciences 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.
1. **Faculty Roles** (see II.D for the approval process)
 - a. **Tenure Track Faculty in Animal Sciences:** All Tenure Track Faculty (pre-tenured and tenured) from Animal Sciences must be voted into the Graduate Faculty and by a majority vote. Graduate Faculty in Animal Sciences, are entitled to act as chair, co-chair, and member of graduate student advisory committees, and teach graduate courses. They are voting eligible.
 - b. Faculty who are members of the Graduate Faculty in another WSU graduate program, whose committee appointment is approved by the Animal Sciences Chair may serve on an Animal Sciences graduate student's advisory committee. They have no additional rights and responsibilities in this program, unless they are approved as Graduate Faculty in the Animal Sciences Program.
 - c. **Career Track Faculty in Animal Sciences:** Career Track Faculty in Animal Sciences include non-Tenure Track research, scholar, and clinical faculty and must be voted into the Graduate Faculty by a majority vote. Approved Career Track Animal Sciences Graduate Faculty are entitled to act as chair, co-chair or member of graduate student advisory committees, and teach graduate courses. They are voting eligible.
 - d. **WSU Career Track Faculty outside of Animal Sciences:** Faculty who are members of the Graduate Faculty in another WSU graduate program, whose committee appointment is approved by the Animal Sciences Chair 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 Animal Sciences Program.
 - e. **Adjunct Faculty:** Professionals external to WSU may be granted Graduate Faculty participation within Animal Sciences if they are first officially approved as adjunct faculty for WSU Animal Sciences.
 - f. **Animal Sciences Emeritus Faculty:** Animal Sciences Graduate Faculty who enter Emeritus status may complete their current terms as chairs of graduate student advisory committees but may not sit as chair on new student advisory committees.

Approved Emeritus Animal Sciences Graduate Faculty are entitled to act as co-chair or member of graduate student advisory committees.

- g. Special Categories: USDA-ARS researchers who are approved as Animal Sciences Graduate Faculty are entitled to act as co-chair, or member of graduate student advisory committees, and teach graduate courses. 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 of 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 Animal Sciences Chair. With approval of the Animal Sciences Chair, the nomination memo (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

Table: Summary of Participation

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

Professional Status	Chair	Co-Chair	Student Committee Member	Voting Eligible
Tenure-Track in Department/School	X	X	X	X
Tenure-Track out of Department/School		X	X	
Career-Track in Department/School	X	X	X	X
Career-Track outside Department/School		X	X	
Adjunct		X	X	
Emeritus	Current, no new	X	X	
USDA-ARS (non-WSU)		X	X	

D. Approval of Membership

1. Approved Graduate Faculty within Animal Sciences are listed in Section IX of the initial Program Bylaws and have been approved by the Department of Animal Sciences and the Dean of the Graduate School.
2. All potential Graduate Faculty can be nominated by an existing Animal Sciences Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Department Chair 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 an Animal Sciences graduate student.
 - c. History of publication of peer-reviewed manuscripts in a discipline related to Animal Sciences.
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 Animal Sciences Program.
- E. Continuation of Membership: Graduate Faculty appointments to the Animal Sciences Program will be reviewed for continuation of membership by the Department Chair. They will be evaluated for contributions to graduate student instruction, research, and mentoring. Contributions to the Animal Sciences 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 Animal Sciences.
 2. Teaching or co-teaching a graduate course in Animal Sciences.
 3. Serving in the administrative and committee structure for Animal Sciences.
- F. Discontinuation of Membership
1. Initiation of Discontinuation: Upon request of a Graduate Faculty member of the Animal Sciences Program, with the support of the Animal Sciences Chair, an individual membership can be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.
 2. Membership Appeal Process: Faculty appeal of any membership decision in Animal Sciences must be made in writing to the Animal Sciences Chair 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 Animal Sciences 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 Animal Sciences Graduate Faculty vote.

III. Administration

- A. Administration of the program and its activities is vested in the Animal Sciences Chair with advice from the Animal Sciences Graduate committee.
- B. Graduate Committee Chair: The Graduate Committee Chair of Animal Sciences will be appointed by the Animal Sciences Chair. The Graduate Committee Chair may be removed from office by the Animal Sciences Chair. This is not a fixed term appointment. The Graduate Committee Chair can be removed at the discretion of the Animal Sciences Chair

IV. Committees

- A. Animal Sciences Departmental Graduate Committee
Coordinates and advises the Animal Sciences Department Chair in administering the Animal Sciences Graduate Program. The Chair of the Graduate Committee shall record and distribute minutes of each meeting to the faculty and maintain one copy in program records.

- B. The Departmental Graduate Committee shall be composed of a total of 4 to 6 active Graduate Faculty members of Animal Sciences with representation across disciplines and faculty ranks.
- C. Responsibilities of the Chair of the Departmental Graduate Committee:
 - 1. Develop and implement approved policies for Animal Sciences Graduate Program.
 - 2. Call and preside at meetings of the Graduate Committee of Animal Sciences.
 - 3. Be responsible for coordinating, with the Animal Science Chair, Animal Sciences administrative matters within the Graduate School.
 - 4. Submit Animal Sciences Program revised bylaws.
 - 5. Be responsible for the accuracy of Animal Sciences Graduate Program information including web pages and catalog copy.
 - 6. Coordinate, with the Chair of Animal Sciences, the annual performance review of each graduate student in the program.
 - 7. Submit an updated list of Animal Sciences Graduate Faculty to the Dean of the Graduate School for approval by August 1 each year.
 - 8. Coordinate Animal Sciences Graduate Program assessment annually and submit an assessment report to the dean of the Graduate School and of CAHNRS.
- D. Areas in which the Graduate Committee shall assist and advise the Department Chair include:
 - 1. Review, develop and update long-range goals for the Animal Science Graduate Program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty
 - 2. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
 - 3. Provide guidance on administration of the Animal Sciences Graduate Program.
 - 4. Lead the Animal Sciences Graduate Program assessment process.
 - 5. Coordinate all activities related to recruitment of Animal Sciences graduate students.
 - 6. Develop and maintain recruiting materials, including web materials, as required.
 - 7. Review all graduate student applications and, in conjunction with the Department Chair after consultation with appropriate Animal Sciences Graduate Faculty, determine the appropriate disposition of applications (acceptance or rejection) in a timely manner.
 - 8. Make recommendations regarding the use of departmental resources for providing financial support to graduate students, including assistantships, scholarships and awards.
 - 9. Regularly (at least annually) review the Animal Sciences graduate curriculum.
 - 10. Make recommendations to Animal Sciences Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the Department Chair to be presented to the Graduate Faculty for approval by majority vote.
 - 11. With approval by the Animal Sciences Department Chair, other *ad hoc* committees may be appointed as needed. There is not a "student representative" per se on the committee.

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 and approved by the Department Chair. 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. A majority of committee members shall be Animal Sciences Graduate Faculty members. Additionally, a minimum of one member of Master's and two members of Ph.D. committees must be Animal Sciences Tenure Track faculty.
- C. The performance of each graduate student shall be reviewed annually by the student's graduate committee and a report submitted to the Department Chair.

VI. Graduate Faculty Meetings

- A. The Animal Sciences Graduate Committee Chair shall address the Animal Sciences Graduate Faculty as needed but at least once per academic year.
- B. Other meetings may be called at the discretion of the Animal Sciences Chair or the Animal Sciences Graduate Committee Chair.
- C. A special meeting of Animal Sciences Graduate Faculty may be called by petition of 25 percent or more of the Graduate Faculty members.
- D. Notification of meetings to the faculty will be via e-mail with a minimum of one week's notice.
- E. Faculty not on campus at the time of an Animal Sciences 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 active Animal Sciences Graduate Program Committee voting eligible membership. A majority is needed to pass motions. Unless otherwise indicated, a majority refers to more than 50% of the votes cast.
- B. In the event of a tie vote during a Graduate Faculty Meeting, the Animal Sciences Chair will decide the outcome of the vote. In all instances quorum will be set at 50% of active Animal Sciences Graduate Faculty

VIII. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Animal Sciences Chair and the Graduate Committee.
- B. Amendments to the Bylaws may originate from any Animal Sciences Graduate Faculty member. Proposed amendments must be forwarded to the Animal Sciences Graduate Faculty Committee. After discussion, amendments shall be forwarded to the Animal Sciences Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. Votes on amendments may occur at a Graduate Faculty meeting or electronically. Amendments to the Animal Sciences Program Bylaws require a positive vote from the majority of all voting eligible Animal Sciences 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 Animal Sciences Graduate Faculty members:
 - 1. Amber Adams-Progar
 - 2. Margaret Benson

3. Min Du
4. Tipton Hudson
5. Nancy Irlbeck
6. Zhihua Jiang
7. Kristen Johnson
8. Nathan Law
9. Donald Llewellyn
10. Martin Maquivar
11. Marcos Marcondes
12. Gordon Murdoch
13. Holly Neibergs
14. Michael Phelps
15. Sarah Smith
16. John Swain

X. History of Animal Sciences Program Bylaws

- A. Administrative Home: DEPARTMENT OF Animal Sciences
- B. Initial bylaws approved by Animal Sciences Graduate Faculty: 7/10/09
Initial bylaws approved by Faculty Senate: 3/2/2010
- C. Revised Bylaws approved by Animal Sciences Graduate Faculty: 12/1/2021
Revised Bylaws by Faculty Senate Graduate Studies Committee: pending

REMINDER

The Graduate Committee Chair of the Animal Sciences Program is responsible for submitting an updated list of Animal Sciences 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.