

Fine Arts Program Bylaws
Washington State University
Administrative Home: College of Arts and Sciences
First iteration: April 20, 2016
Last Revised: Fall 2021
Last Revised by Faculty: April 17, 2016
Approved by Faculty: September 15, 2021

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Faculty Senate Approval Date:

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I. Objectives

- A. Degrees offered: Master of Fine Arts (MFA)
- B. The discipline of Fine Arts generally has multiple areas of specialization among which, but not limited to, Painting, Drawing, Sculpture, Ceramics, Photography, Printmaking and Digital Media.
- C. Mission of the Program:

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The Department of Fine Arts promotes the study and practice of art as an essential aspect of a comprehensive educational experience. We provide curricula and research opportunities that challenge students to think and communicate in innovative and interdisciplinary ways. We encourage our students to approach problem-solving through multiple perspectives while embracing risk and uncertainty on the path to discovery. Students develop their personal voices in a variety of media through experimentation and reflection, while building the confidence and skills that enable them to be effective communicators.

For students pursuing careers where art, design, craft, and innovation are essential, the department offers three degrees: the BA in Fine Arts, the BFA degree which allows for more in-depth study and practice, and the MFA, the recognized terminal degree in studio arts. An Art History option for the BA degree provides students the skills to engage art and visual culture critically and imaginatively. The Minor in Fine Arts, focused on either art history or studio arts, is an excellent strategy for those seeking to deepen their critical engagement with another field of study. The three-year MFA program offers an intense period of production, reflection, and conceptual articulation, culminating in a thesis exhibit in the Jordan Schnitzer Museum of Art (JSMOA). The department's offerings are supplemented by a robust Visiting Artist and Scholar Program, as well as access to the JSMOA's seasonal programming and permanent collection. The faculty members of the Fine Arts are internationally recognized contemporary artists and scholars that consistently bring their professional experience into the classroom.

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II. Membership

A. Graduate Faculty within the Fine Arts 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 "Program Faculty" (listed in Section XI of this document) or subsequently approved as Graduate Faculty through the process outlined in section III. B below.

1. WSU Campus and Extension Site Participation

a. The Master's of Fine Arts degree is 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 Fine Arts is independent and separate from academic department, school, or college affiliations.

b. **Disciplinary Expertise:** All active members of the Graduate Faculty of Fine Arts are eligible to vote on program issues.

Graduate Faculty within Fine Arts are expected to have an MFA or equivalent doctoral-level degree in a field related to Fine Arts. In addition, they must have demonstrated disciplinary expertise in a field related to Fine Arts, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

c. **Active Research:**

Fine Arts Graduate Faculty must be actively involved in research and graduate level teaching related to Fine Arts as evidenced by recent external grant or contract support, related exhibition record, related peer-reviewed publications, graduate student mentoring or other relevant professional accomplishments within the past 5 years.

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

a. **Tenure Track Faculty in the Department of Fine Arts:** All Tenure Track Faculty (pre-tenured and tenured) from the Department of Fine Arts are automatically approved Graduate Faculty in the Department of Fine Arts, 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 MFA Program committees. They are voting eligible.

b. **Tenure Track Faculty Outside of the Department of Fine Arts:** Tenure Track Faculty outside of the Department of Fine Arts who are approved MFA Program Graduate Faculty are entitled to become members of graduate student advisory committees but ineligible to teach graduate courses. They may not serve as Program Director nor on MFA Program committees. They are not voting eligible.

c. **Career Track Faculty in the Department of Fine Arts:** Career Track Faculty include non-Tenure Track research, scholar, and clinical faculty. Approved Career Track Fine Arts Graduate Faculty are entitled to act as co-chair or member of graduate student advisory committees, teach graduate courses, serve as Program Director, and serve on all MFA 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 Fine Arts MFA Graduate Faculty.

d. **Adjoint and Adjunct Faculty:** Professionals external to WSU may be granted Graduate Faculty participation within the Department of Fine Arts if they are first officially approved as adjoint or adjunct faculty for WSU. Adjoint faculty who are approved as MFA Graduate Faculty are entitled to act as a member of graduate student advisory committees but are not eligible to teach graduate courses. They may not serve as Program Director nor on MFA Program Committees. They are not voting eligible.

e. **Adjunct faculty within Department of Fine Arts who are approved as Fine Arts MFA Graduate Faculty** are entitled to act as a member of graduate student advisory committees and are eligible to teach graduate courses. They may not serve as Program Director nor on MFA Program committees. They are not voting eligible. They cannot chair student advisory committees and when serving as co-chair, they

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must co-chair with a Tenure Track Faculty member who is also a member of the Fine Arts MFA Graduate Faculty.

f. Emeritus Faculty in the Department of Fine Arts: Department of Fine Art 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 Department of Fine Art Graduate Faculty are entitled to act as co-chair or member of graduate student advisory committees. They may not serve as Program Director nor on MFA 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 also a member of the Department of Fine Art Graduate Faculty.

g. Special Categories: Professionals outside of WSU but actively working within the arts with equal or higher degrees in the Fine Arts such as Museum Directors, Gallerists, Publishers or Public Art Administrators who are approved as Department of Fine Art Program Graduate Faculty are entitled to act as a member of graduate student advisory committees. They are not voting eligible.

h. Individuals who are not Graduate Faculty in the Department of Fine Art Program: Individuals not officially participating as Graduate Faculty within the MFA 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 MFA 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 MFA 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 MFA 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.

i. Table: Summary of Participation
The table below summarizes the roles and participation level for Graduate Faculty members committees within the MFA Program as described above.

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Professional Status	Chair	Co-Chair	Student Committee Member	Pr. Dir. Pr. Comm.	Voting Eligible
Tenure-Track in Department/School	X	X	X	X	X
Tenure-Track out of Department/School			X		
Career-Track in FA		X	X	X	X
Adjoint in FA		X	X		
Adjunct in FA		X	X		
Emeritus in FA		X	X		
Arts Professionals			X		

B. Application for Membership

- Graduate Faculty within the Department of Fine Arts are listed in Section IX of this document and have been approved by the current Department of Fine Arts Program Director, and Dean of the Graduate School.
- Candidates for Graduate Faculty participation within the Department of Fine Arts, can be nominated by a current Department of Fine Arts Graduate Faculty member or 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 Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of 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 one or more of the following:

- Appropriate Educational credentials as outlined in IIA.2.
- History of or reasonable expectation of an active research program that can be relied upon as the source of continuing support of an MFA graduate student.
- History of significant visibility of peer review research and creative scholarship in a discipline related to Fine Arts.

C. Continuation of Active Membership

Graduate Faculty appointments to the MFA Program will be reviewed for continuation of active 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 MFA Program shall be a requirement for continued membership. Contributions may take the form of:

- Committee chair, co-chair or member for graduate students in the Department of Fine Arts.
- Teaching or co-teaching a graduate course in the Department of Fine Arts.
- Serving in the administrative and committee structure for the Department of Fine Arts.

D. Discontinuation of Membership

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1. Initiation of Discontinuation: Upon request of a Graduate Faculty member of the MFA 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. 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 the Department of Fine Arts must be made in writing to the MFA 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 Department of Fine Art 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 Department of Fine Art Graduate Faculty vote.

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III. Administration

The Chair of the Fine Arts Department is also the Graduate Program Director. Administration of the program and its activities is vested in the Chair of Fine Arts Department with assistance from the Graduate Program Coordinator, a faculty member chosen by the director and input from members of the Fine Arts Graduate Faculty. The Departmental Program Assistant, a staff member, provides administrative support but is a non-voting member.

Other ad hoc committees may be appointed by the Program Director as needed including those to address recruiting activities and curriculum review. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

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→ Faculty appeal of any membership decision in Fine Arts must be made in writing to the Graduate → Program Director of Fine Arts within 30 calendar days of the decision. The appeal is determined by → a majority vote of all Fine Arts 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 → Fine Arts Graduate Faculty vote.

IV. Graduate Program Director

Duties of the Chair of the Fine Arts Department

- a) Provide overall academic leadership for the Fine Arts graduate program.
- b) Develop and implement policies for the Fine Arts graduate program.
- c) Represent the interests of the Fine Arts graduate program to the campus and University administrators.
- d) Call and preside at meetings of the Graduate Faculty of the Fine Arts.
- e) Be responsible for coordinating all Fine Arts administrative matters within the Graduate School.
- f) Manage the budgets of the Fine Arts graduate program.
- g) Submit course or curriculum change or approval forms.
- h) Submit bylaws change or approval forms.
- i) Be responsible for the accuracy of all publications related to the Fine Arts graduate program including web pages and catalog copy.
- j) Coordinate Fine Arts graduate course teaching assignments.
- k) Supervise the activities of the Fine Arts Graduate Coordinator as they relate to the program.

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V. Graduate Program Coordinator

The Graduate Program Coordinator advises the Director in administering the Fine Arts Graduate Program and performs duties delegated by the Director. Active Fine Arts Graduate Faculty are encouraged to express interest in being Coordinator and will be appointed by the Director. The coordinator will serve a three-year term subject to review by the Fine Arts Graduate Faculty.

Areas in which the coordinator shall assist and advise the Director include:

1. Review, develop and update long-range goals for the Fine Arts 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 as well as other academic or administrative issues.

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3. Provide guidance on administration of the program.
4. Assist with the graduate program assessment process.
5. Work to develop and maintain recruiting materials as required.
6. Coordinate all recruitment efforts with the Graduate Faculty.
7. Review all student applications in conjunction with the Director; after consultation with appropriate Graduate Faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
8. Make recommendations to the Director regarding graduate teaching assistantship offers.
9. Regular (at least annual) review of the graduate curriculum.
10. Make recommendations to Graduate Faculty regarding curricular and handbook revisions. Such recommendations are forwarded to the Fine Arts Chair to be presented to the Graduate Faculty for approval by majority vote.
11. Prepare drafts of course or curricular change forms for revision and submission by the Director.
12. Provide guidance to graduate students on program of study, committee selection, and other issues related to their success within the Fine Arts Graduate Program.
13. Assure that all students in the program receive timely written annual reviews.
14. Coordinate the graduate assessment documentation and activities.
15. Serve as advisor for Graduate Students upon admission.

VI. Graduate Student **Advisory** 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 after consultation with Graduate Faculty. Committee selection takes place in the middle of the student's third semester. 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 graduate faculty members. A majority of committee members shall be active Fine Arts Faculty members as listed in Section XI. At least one member must be tenured within the WSU Fine Arts Department. See section II for membership delegation in relation to the Chair or co-chair designation.
- 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 Fine Arts Program Director and Faculty, student representation may be added or deleted from any committee structure. However, 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 Fine Arts Graduate Program Director shall call Fine Arts 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 Director or the Coordinator.
- C. A special meeting of Fine Arts Graduate Faculty may be called by petition of ~~25%~~ 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 Fine Arts Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.
- E. Faculty not present on the Pullman campus at the time of a general Fine Arts Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

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IX. Quorum

- A. For all general graduate faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Program membership.
- B. For programmatic 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 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 Graduate Program Coordinator and annually by the Director.
- B. Amendments to the Bylaws may originate from any eligible MFA Fine Arts Graduate Faculty member. Proposed amendments must be forwarded to the Fine Arts Program Director and Graduate Coordinator. After discussion, amendments shall be forwarded to the Fine Arts 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 Fine Arts Bylaws require a positive vote from the majority of all active Fine Arts 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 Initial Graduate Faculty Participants

The Director of the Fine Arts Graduate Program is responsible for submitting an updated list of active and inactive Graduate Faculty participants to the Dean of the Graduate School for approval annually. Eligibility for participation as committee members, chairs or co-chairs is defined in Section VI.

List of initial Fine Arts Graduate Faculty Participants- Tenure or Tenure-Track Faculty:

Avantika Bawa, Associate Professor
Thom Brown, Professor
Peter Christenson, Associate Professor
Dennis Dehart, Associate Professor
Kevin Haas, Professor
Joe Hedges, Associate Professor
Harrison Higgs, Associate Professor
Michael Holloman, Associate Professor
Marianne Kinkel, Associate Professor
Squeak Meisel, Associate Professor
Io Palmer, Associate Professor
Reza Safavi, Associate Professor

Non-Tenure Track (Career or Adjunct) Faculty – May serve as co-chairs or members

Hallie Meredith, Associate Professor Career Track
David Janssen Jr., Assistant Professor Career Track

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