

College of Business Ph.D. and MSBA Program Bylaws
Washington State University
Administrative Home: Carson College of Business, Ph.D. Programs
August 2022
Approved by GSC 3/11/2014

I. Program Overview and Objectives

- A. Degrees offered: Ph.D. in Business Administration, MSBA
- B. Discipline: The Carson College of Business (CB) offers one Ph.D. degree program that serves several approved concentrations within the CB (hereafter referred to as Ph.D. Concentration Areas), including Accounting, Finance, Hospitality and Tourism Management, Information Systems, Management, Marketing, and Operations and Management Science. The MSBA is only available to students enrolled in the Ph.D. program. MSBA students specialize in one of the approved Ph.D. concentrations.
- C. Mission of the Program: To develop and educate scholars prepared to contribute to the body of knowledge in their chosen business field and communicate this knowledge.

II. Membership

- A. Graduate Faculty within the Business 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 Business 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 Business 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 Business is independent and separate from academic department, school, college, campus, or extension site affiliations.
- b. Disciplinary Expertise: All Graduate Faculty in the Business Program must have roles that align with current Washington Administrative Code Regulations (WAC 250-61-100).

Graduate faculty within Business are expected to have a Ph.D. in a field related to Accounting, Finance, Hospitality and Tourism Management, Information Systems, Management, Marketing, or Operations and Management Science. In addition, they must have demonstrated disciplinary expertise in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

- c. Active Research: Business Graduate Faculty must be actively involved in research related to business 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. Tenured and Tenure-Track WSU Faculty within the CB: To qualify as “Graduate Faculty,” a faculty member must be designated as scholarly academic qualified (SA or SA-PhD), according to the CB’s current, rigorous standards, which are kept in compliance with AACSB standards.

Determination of SA or SA-PhD status is performed as part of each faculty member’s annual review. (Newly graduated Ph.D.’s are considered scholarly academic for a period of five years following the granting of their degree.) Once designated, a list of qualified Graduate Faculty is prepared by the Senior Associate Dean for Faculty Affairs and Research, which is then forwarded to the Dean of the Graduate School for approval.

If a faculty member loses Graduate Faculty status during his/her time on the committee, the faculty member must resign from the committee.

Under certain circumstances, an individual who does not meet the SA or SA-PhD requirements may appeal to the Ph.D. Program Director to be considered as Graduate Faculty. For example, a scholar with a long and distinguished career, and considerable expertise in an area, may be able to provide valuable contributions to a given students’ committee, even though he or she has not been recently active. If approved, the Ph.D. Program Director will request an exception to policy from the Graduate School.

Tenured and Tenure-Track Graduate Faculty in Business are 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 Business Program committees. They are voting eligible.

- b. Tenure Track Faculty Outside of the CB: Tenure Track Faculty outside of the Carson College of Business who are approved Business Program Graduate Faculty are entitled to act as co-chair or member of graduate student advisory committees, and teach graduate courses. They may not serve as Program Director nor on Business Program committees. They are not voting eligible.

Tenured or tenure-track WSU faculty members outside the CB may qualify “CB Graduate Faculty” if that faculty member qualifies as Graduate Faculty within his or her own College. To qualify, the external faculty member must submit a CV to the PhD Director who will determine if the faculty member qualifies to serve as Graduate Faculty in the CB. The PhD Director will forward the names of qualified faculty to the Dean of the Graduate School.

- c. Career Track Faculty: Career Track Faculty include non-Tenure Track research, scholar, and clinical faculty. Approved Career Track Business Graduate Faculty are entitled to act as member of graduate student advisory committees and teach graduate courses. They are voting eligible.
- d. Adjoint and Adjunct Faculty: Professionals external to WSU may be granted Graduate Faculty participation within Business if they are first officially approved as adjoint or adjunct faculty for WSU.

To qualify, the external faculty member must submit a CV to the PhD Director who will determine if the faculty member qualifies to serve as Graduate Faculty in the CB. For faculty deemed qualified, the PhD Program Director will forward the names of said faculty and their CVs to the Dean of the Graduate School for potential approval. Approval is on a case-by-case basis.

Adjoint and adjunct faculty who are approved as Business Graduate Faculty are entitled to act as member of graduate student advisory committees and teach graduate courses. They may not serve as Program Director nor on Business Program Committees. They are not voting eligible.

- e. Prior WSU Faculty Members: Business Graduate Faculty who have retired or left the university may complete their current terms as chairs of graduate student advisory committees but may not sit as chair on new student advisory committees. Approved Business Graduate Faculty who have retired or left

WSU are entitled to act as co-chair or member of graduate student advisory committees. They may not serve as Program Director nor on Business 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 Business Graduate Faculty.

In general, a WSU faculty member who has recently left WSU (i.e., retired or taken a job at another university) qualifies to as “CB Graduate Faculty” for three years after leaving and automatically remains on the Graduate Faculty list, if that faculty member qualified as Graduate Faculty prior to departing WSU.

- f. Other External Professionals: At times, additional professionals outside of WSU may be granted participation within the CB Ph.D. Program if they offer unique skills appropriate to a student’s project. Outside professionals who are approved as active Graduate Faculty are entitled to act as a member of graduate student committees, teach graduate courses, and supervise research. They may not serve as a student committee chair, co-chair, or Ph.D. Director. They are not voting eligible.

To qualify, outside professionals must submit a CV to the PhD Director who will determine if the individual qualifies to serve as Graduate Faculty in the CB. For faculty deemed qualified, the PhD Program Director will forward the names of said faculty and their CVs to the Dean of the Graduate School for potential approval. Approval is on a case-by-case basis.

- g. Table: Summary of Participation

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

Professional Status	Chair	Co-Chair	Student Committee Member	Pr. Dir. Pr. Comm.	Voting Eligible
Tenure-Track in Business	X	X	X	X	X
Tenure-Track out Business		X	X		
Career-Track			X		X
Adjoint and Adjunct			X		
Prior WSU Faculty	Grand-fathered	X	X		
External Professionals			X		

B. Approval of Membership

1. Initial approved Graduate Faculty within Business are listed in Section IX of the initial Program Bylaws and have been approved by the Business Program proposed initial Graduate Faculty, proposed Business Program Director, and the Dean of the Graduate School.
2. Each year, after consultation with the Senior Associate Dean for Faculty Affairs and Research, the Ph.D. Program Director sends an updated Graduate Faculty list to the Graduate School that accounts for departed faculty and newly hired CB faculty. Other ad-hoc additions to the Graduate Faculty list (e.g., external professionals) are added as described in Section II.A.

C. Continuation of Membership: Membership is automatically renewed in most cases unless: (1) the member left WSU more than three years prior, (2) the member is no longer academically qualified (see Section II.A.3.a.), or (3) the member has acted unprofessionally in their role or has been negligent in their duties.

D. Discontinuation of Membership

1. If a member left WSU more than three years prior, their membership is automatically discontinued. If the member is no longer academically qualified, has acted unprofessionally, or has been negligent in their duties, the Program Director, after consultation with the Senior Associate Dean for Faculty Affairs and Research, may discontinue that person's membership. The member may reapply for Graduate Faculty participation at any time if conditions have changed.
2. Membership Appeal Process: Faculty appeal of any membership decision in Business must be made in writing to the Business 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 Business 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 Business Graduate Faculty vote.

III. Administration

A. Administration of the program and its activities is vested in the Ph.D. Program Director under the direction of the Senior Associate Dean of Faculty Affairs and Research with advice from the Doctoral Program Policy Committee (DPPC).

B. Ph.D. Program Director: The Ph.D. Program Director in Business is a faculty member appointed by the Dean of CB and reports to the Senior Associate Dean of Faculty Affairs and Research.

1. The Program Director shall serve a term of three (3) years and is eligible for renewal contingent upon program needs, performance, and maintaining

academically or professionally qualified status as defined in the college's accreditation standards.

2. Duties of the Ph.D. Program Director

- a. Provide overall academic leadership for the CB Ph.D. and MSBA programs.
- b. Develop and implement policies for the CB Ph.D. and MSBA programs.
- c. Represent the interests of the CB Ph.D. and MSBA programs to the campus and University administrators.
- d. Call and preside at meetings of the Doctoral Program Policy Committee.
- e. Be responsible for coordinating all the CB Ph.D. and MSBA program administrative matters with the Graduate School.
- f. Manage the operating budget for the Ph.D. program in Business.
- g. Submit course or curriculum change or approval forms.
- h. Submit bylaw changes or approval forms.
- i. Be responsible for the accuracy of all publications related to the CB Ph.D. and MSBA programs including web pages and catalog copy.
- j. Coordinate the annual performance review of each graduate student in the program.
- k. Coordinate the semi-annual teaching assistant reviews for students serving on teaching assistantships.
- l. Submit an updated list of Business Graduate Faculty to the Dean of the Graduate School for approval by August 1 each year.
- m. Coordinate Business Program assessment and submit assessment reports as required.
- n. Coordinate Ph.D. admissions.

IV. Committees

A. Doctoral Program Policy Committee (DPPC)

Reviews and approves curriculum and program assessment. The Academic Coordinator shall record and distribute minutes of each meeting to the faculty and maintain one copy in the Program Records.

1. The CB DPPC will serve as the Executive Committee for the CB Ph.D. and MSBA Programs.
2. Duties of the DPPC relating to the Ph.D. Program include:
 - a. Review and approve CB Ph.D. curriculum revisions.
 - b. Review and approve the CB Ph.D. program assessment process.
3. The DPPC advises the Ph.D. Program Director and the Senior Associate Dean of Faculty Affairs and Research in administering the CB Ph.D. and MSBA Programs and coordinates all activities related to recruitment of CB Ph.D. graduate students,

review and revision of the CB Ph.D. curriculum, and assessment of student learning.

4. The Faculty Ph.D. Coordinator of each of the seven Ph.D. concentrations in the College is a member of the DPPC. All must be CB Ph.D. Graduate Faculty. The Ph.D. Area Coordinators from each of the Concentration Areas are nominated by the respective Department Chairs and are approved by the Senior Associate Dean of Faculty Affairs and Research.
5. There are no term limits for serving on the DPPC.
6. The Ph.D. Director serves as the non-voting Chair of the DPPC.
7. The DPPC shall meet at least once per semester and typically meets 5–7 times per semester.
8. Duties of the DPPC include:
 - a. Review, develop, and update long-range goals for the CB Ph.D. Program and plans for their attainment.
 - 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. Nominate members for service on other committees.
 - e. Work with the Ph.D. Program Office to develop and maintain recruiting materials as required.
 - f. Coordinate recruitment efforts with Graduate Faculty.
 - g. Coordinate annual recruiting events.
 - h. Members of the DPPC for each Concentration Area will review the student applications for the related Concentration Area. The Concentration Area representatives will consult with the appropriate Graduate Faculty in the Concentration Area, and in conjunction with the Ph.D. Program Director, will decide the disposition of applications as to acceptance or rejection in a timely manner.
 - i. Make recommendations to the Ph.D. Program Director regarding the financial support of graduate students for their first year.
 - j. Regular (at least annual) review of the CB Ph.D. curriculum.
 - k. Make recommendations regarding curricular revision.
 - l. Prepare drafts of course or curricular change forms for revision and submission to the Ph.D. Program Director.
 - m. Coordinate CB Ph.D. assessment activities with Graduate Faculty.
 - n. Conduct annual review of CB Ph.D. learning goals and objectives.
 - o. Review CB Ph.D. assessment results and forward to the Dean's Office.

B. Other Committees

Other ad hoc committees may be appointed by the Senior Associate Dean for Faculty Affairs and Research or the Ph.D. Program Director as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

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 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, at least two of which are tenured or tenure track and members of the CB Graduate Faculty. The members should have expertise in an area of research relevant to the student's dissertation topic.
- C. Standards regulating appropriate and approved roles for faculty members are detailed in Section II.

VI. Graduate Faculty Meetings

- A. The Senior Associate Dean for Faculty Affairs and Research shall call CB Ph.D. Graduate Faculty meetings as needed. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Ph.D. Program Director or the DPPC.
- C. A special meeting of CB Ph.D. Graduate Faculty may be called by petition of 5 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 CB Ph.D. Graduate Faculty Meetings shall be called with a minimum of 1 weeks' notice.
- E. Faculty not present on the Pullman campus at the time of a general CB Ph.D. Graduate Faculty Meeting may participate by teleconference, telephone, or other electronic means.

VII. Quorum

Unless specified otherwise, a quorum for purposes of voting and other decision making is defined as the majority of *active* CB Ph.D. Graduate Faculty.

VIII. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the DPPC, and annually by the Ph.D. Program Director.
- B. Amendments to the Bylaws may originate from any eligible Business Graduate Faculty member. Proposed amendments must be forwarded to the DPPC and the Ph.D. Program Director. After discussion, amendments shall be forwarded to the Business 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 CB Ph.D. Bylaws require a positive vote from the majority of all active CB Ph.D. 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 Graduate Faculty Participants

- A. List of CB Ph.D. Graduate Faculty Participants:
 - 1. Ahn, Sung
 - 2. Baker, Timothy
 - 3. Balducci, Elizabeth
 - 4. Barnes, Beau
 - 5. Beus, Jeremy
 - 6. Boskabadi, Azam
 - 7. Bravo, Jesus
 - 8. Butterfield, Kenneth
 - 9. Carter, Michelle
 - 10. Chase, Kevin
 - 11. Chen, Ming-Hsiang
 - 12. Chen, Chun Chu
 - 13. Chi, Christina
 - 14. Cicek, Mesut
 - 15. Compeau, Deborah
 - 16. Cote, Jane

17. Crossler, Robert
18. Cussatt, Marc
19. Fairhurst, Douglas
20. Featherman, Mauricio
21. Fotopoulos, Stergios
22. Gao, Xinghua
23. Giese, Joan
24. Gladstone, Joseph
25. Goodstein, Jerry
26. Gramlich, Jeffrey
27. Gunasti, Kunter
28. Gursoy, Dogan
29. Hammond, Rhonda
30. Haque, Khan Md Ariful
31. Harrington, Robert
32. Harris, Mary
33. He, Yijun
34. Howlett, Elizabeth
35. Jaggi, Jacob
36. Jha, Dipra
37. Jiang, George
38. John Mariadoss, Babu
39. Johnson, Hana
40. Johnson, Richard
41. Joireman, Jeffrey
42. Kier, Alexander
43. Kim, Hyun Jeong
44. Kim, Minjoo
45. Kuhn, Kristine
46. Lahiri, Amrita
47. Latham, Claire
48. Liu, Sheen
49. Mayo, Kevin
50. McNamara, Michael
51. Miller, Chadwick
52. Muehling, Darrel
53. Munson, Charles
54. Nelsen, Julie
55. Pappas, Alec
56. Paul, Donna
57. Perkins, Andrew
58. Philander, Kahlil
59. Potter, Chase

60. Reibenspiess, Victoria
61. Rose, Gregory
62. Sa Vinhas, Alberto
63. Sahaym, Arrvvid
64. Saylor, Rohny
65. Seo, Soobin
66. Sheppard, Leah
67. Skilton, Paul
68. Sommerfeldt, Ryan
69. Suddaby, Roy
70. Swanger, Nancy
71. Toolson, Richard
72. Tripp, Thomas
73. Umesh, Uchila
74. Wang, Xinchang
75. Warnick, Benjamin
76. Whidbee, David
77. Wong-On-Wing, Bernard
78. Xiao, Yixuan
79. Xu, Li
80. Yang, Keyang
81. Zhang, Hanjiang

X. History of Business Program Bylaws

- A. Administrative Home: Carson College of Business, Ph.D. Programs
- B. Revised Bylaws approved by Business Graduate Faculty: February 2014
Revised Bylaws by Faculty Senate Graduate Studies Committee: 3/11/22

REMINDER

The Program Director of the Business Program
is responsible for submitting an updated list of Business 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.