

Department of Entomology Graduate Program Bylaws
Washington State University
Administrative Home: Department of Entomology, FSHN 166, Pullman, WA

1. Objectives
 - a. Degrees offered: Ph.D., M.S. The WSU System awards these degrees through the Graduate School, physically located in Pullman, WA, USA.
 - b. Discipline: Entomology is a general reference to applied and basic science that increases our understanding of insects and related arthropods.
 - c. Mission of the Program: The primary function of the Department is service to the citizens of the State of Washington through teaching, research and extension. Specifically, the Department strives to apply existing knowledge toward the solution of entomological problems. The Department provides a course curriculum that prepares students in the broadest concepts of Entomology appropriate to the goals of the individual student. The Department further strives to maintain a balance between basic and applied science in its programs to meet immediate and future needs of society.

2. Membership Criteria for the graduate program faculty
 - a. Entomology Graduate Faculty may be WSU tenured and tenure-track faculty, WSU career track faculty at least 50% FTE (non-tenure track), or WSU adjunct and/or affiliate faculty, subject to the limitations and definitions in this document. Entomology graduate program faculty are responsible for the graduate curriculum. Graduate School policy concerning membership in the graduate program faculty is detailed in Chapter one, Section D of the Graduate School Policies and Procedures. Faculty at all regional campuses, agricultural extension sites, and other affiliated university sites may participate equally in the Entomology graduate program as supporting site faculty with full program rights and responsibilities. As such they are entitled to act as chair, co- chair, or member of graduate student committees; teach graduate courses; supervise research; and act as a Graduate Program Director or committee member.
 - i. USDA-ARS researchers. These researchers are classified as WSU adjunct faculty but may, in some cases, function in the same roles as WSU tenured, tenure- track, and career track faculty. USDA-ARS faculty are entitled to act as co-chair, or member of graduate student committees; teach graduate courses; supervise research; and act as a Graduate Program Director or Departmental Program Committee member.
 - b. External Individual Committee Members
 - i. Individuals not officially participating as Graduate Faculty within any graduate program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. The committee for that student should forward the name and curriculum vitae of the desired committee member to the ENTOMOLOGY Graduate Program Director. With approval of the Graduate Program Director, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the vice provost for graduate and professional education for final approval.
 - c. Application for Membership
 - i. Candidates for Graduate Faculty participation within ENTOMOLOGY should be nominated by an existing ENTOMOLOGY Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination, and curriculum vitae for the nominee. The Graduate 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 tenured and tenure-track faculty who respond to the vote.

3. Faculty teaching and directing independent research. Entomology Graduate Faculty members are expected to have a PhD or equivalent doctoral-level degree or M.S. degree in a field related to Entomology. In addition, they must have demonstrated disciplinary expertise in a field related to Entomology, interest and experience in mentoring and teaching graduate students in this field, and relevant professional accomplishments. All committee members must hold a degree of comparable level to the degree sought by the candidate.
4. Graduate program voting rights
 - a. Graduate faculty in Entomology who are tenured, tenure-track, and career-track faculty have full eligibility to vote on graduate program matters.
 - b. Quorum is based on greater than 50% of Graduate faculty in Entomology who are tenured, tenure-track, and career-track faculty.
5. Committee Structure
 - a. All Entomology graduate faculty constitute a committee of the whole, chaired by the graduate program director or designee and is charged with program oversight.
 - i. The Entomology department's committee charged with program oversight and with coordinating academic appeals will be the Chair's Advisory Committee composed of two faculty members, one staff member, one graduate student member, and one post-doctoral scientist member.
 - ii. The Entomology Graduate program has a standing committee for graduate admissions and recruitment.
 - b. The Entomology department encourages appropriate student representation on committees that help shape graduate policy and a graduate student representative serves on the Chair's Advisory Committee and attends all Entomology department faculty meetings and has a vote on all matters.
6. Administration
 - a. Administration of the program and its activities is vested in the Director in consultation with the faculty. The graduate program director will provide overall academic leadership, develop and implement program policies, represent the interests of the program to the campus and university administrators, and call and preside at meetings of the graduate program faculty.
 - b. Academic Program Coordinating Committee- Coordinates all activities related to review and revision of the Entomology curriculum and is composed of Graduate Faculty involved in teaching.
 - c. Other Committees
 - i. With approval by the Entomology Graduate Program Director, other ad hoc committees may be appointed as needed. Changes to existing Graduate Committee responsibilities are to be approved by amendment of bylaws.
 - a. Amendments to Program Bylaws
 - a. Amendments to the Bylaws may originate from any eligible Entomology Graduate Faculty member. Amendments to the Entomology Bylaws require a positive vote from the majority of all active Entomology Graduate Faculty.