

Horticulture Graduate Program Bylaws
Washington State University
Administrative Home: Department of Horticulture

I. Objectives

- A. Degrees offered: Ph.D., M.S.
- B. Discipline: Horticulture (HORT) is a general reference to the field of Horticulture.
- C. Mission of the Program: To provide HORT graduate students with an innovative education focused on their area of interests in horticulture, within which they will be prepared to achieve their professional goals as horticultural researchers, teachers, extension educators, and/or as industry, government, or other professionals.

II. WSU Campus Participation

The Ph.D. and M.S. degrees in HORT are offered through the Pullman campus of Washington State University as approved and authorized by the Washington Student Achievement Council. The campus at Tri-Cities supports this program but is not approved to directly advertise and offer the degree.

III. Participation

- A. The “Faculty of the Graduate School” includes three categories based on appointment type: (1) Graduate Faculty (WSU tenure-track faculty; appointed automatically and permanently), (2) Associate Graduate Faculty (career-track faculty; appointed by nomination, with a renewal process every five years), and (3) Auxiliary Graduate Faculty (adjunct or adjoint faculty; appointed by nomination, with a renewal process every three years). Once members are appointed to the Faculty of the Graduate School, they can participate in the HORT graduate program as outlined in **Section III.E**.
- B. Faculty of the Graduate School who have been approved to participate in the HORT Graduate Program are referred to as “Faculty of the HORT Graduate Program” hereafter.
- C. Participation in the HORT Graduate Program is independent and separate from any academic department, school, or college affiliation.
- D. The roles and responsibilities within the HORT Graduate Program include:

1. Acting as a graduate student committee chair, co-chair, or member.
2. Teaching graduate courses.
3. Supervising research.
4. Acting as a HORT Graduate Program committee member.
5. Voting on program issues.
6. Voting on approval of participation in the program.

E. Faculty Roles and Responsibilities

1. All Faculty of the HORT Graduate Program are eligible to vote on program issues. Only tenured or tenure-track faculty in the Department of Horticulture can vote on approval of individuals to participate in the program (see **Section III.H**) and on changes to bylaws that affect assignment of roles and responsibilities listed in **Section III.D**.
2. Graduate Faculty (Tenured or Tenure-Track)
 - a) Graduate Faculty with an academic home in the Department of Horticulture, including those who have started the tenure-track process in the department at all regional campuses, research and extension centers, agricultural extension sites, and other affiliated university sites, can fully participate in all roles and responsibilities. These participants are hereafter referred to as "Graduate Faculty in the Department of Horticulture".
 - b) V&E faculty that were previously tenured or tenure-track in the Department of Horticulture prior to Jan 1st, 2023, (referred to as HORT-V&E faculty) can fully participate in all roles and responsibilities. They do not require a vote of approval to participate.
 - c) Emeritus Professors in the Department of Horticulture that have served in the HORT Graduate Program and remain members of the Graduate Faculty can fully participate in all roles and responsibilities.
 - d) Graduate Faculty with affiliate status in the Department of Horticulture can fully participate in all roles and responsibilities, except voting on approval of participation in the program, and changes to the bylaws that affect how the roles and responsibilities listed in **Section III.D** are assigned. They must be approved to participate via a vote of the Graduate Faculty in the Department of Horticulture.

3. Associate Graduate Faculty (Career-Track Faculty)

- a) Associate Graduate Faculty with an academic home in the Department of Horticulture are entitled to act as co-chairs or members of graduate student committees, teach graduate courses, and supervise research. They may not serve as graduate student committee chairs. When serving as co-chair of a graduate student committee, the other co-chair must be a Graduate Faculty that can serve as chair in the HORT Graduate Program. To serve on a student committee these members must have a graduate degree that is at least equivalent to the degree sought by the graduate student.
- b) Associate Graduate Faculty with affiliate status in the Department of Horticulture can participate at the same level as Associate Graduate Faculty with an academic home in the Department of Horticulture if they are approved by a vote of the Graduate Faculty in the Department of Horticulture.
- c) Associate Graduate Faculty without affiliate status in the Department of Horticulture may serve on graduate student committees if the student's Program of Study is approved by the designated signature authorities (including the HORT Program Director).

4. Auxiliary Graduate Faculty (Adjunct or Adjoint Faculty)

- a) All Auxiliary Graduate Faculty must be approved to participate by a vote of the Graduate Faculty in the Department of Horticulture.
- b) USDA-ARS faculty granted membership to the Graduate Faculty with adjunct status in the Department of Horticulture are entitled to act as co-chairs or members of graduate student committees, teach graduate courses, supervise research, and act as a HORT Graduate Program committee member. When serving as co-chair of a graduate student committee, the other co-chair must be a Graduate Faculty that can serve as chair in the HORT Graduate Program.
- c) Professionals who are not WSU faculty but who are members of the Graduate Faculty with adjunct status in the Department of Horticulture are entitled to act as a members of graduate student committees, teach graduate courses, and supervise research.

They may not serve as a student committee chair or co-chair, or as a HORT Graduate Program committee member.

5. External Faculty: Individuals not officially participating as Faculty of the Graduate School may be approved to serve as a graduate committee member on a case-by-case basis. The committee chair for that student should forward the name and curriculum vitae of the desired committee member to the HORT Program Director. With the approval of the Program Director, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.
- F. Disciplinary Expertise: Faculty of the HORT Graduate Program are expected to have a graduate-level degree in a field related to Horticulture. In addition, they must have demonstrated disciplinary expertise in a field related to Horticulture, interest and/or experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.
- G. Active Research and/or Teaching Appropriate to HORT: Faculty of the HORT Graduate Program are expected to be actively involved in research and/or graduate-level teaching related to Horticulture as evidenced within the past five years by either external grant or contract support, peer-reviewed publications, graduate student mentoring, the teaching of graduate-level courses, or other professional accomplishments.
- H. Application for Participation:
 1. Faculty of the Graduate School who desire to participate as Faculty of the HORT Graduate Program must indicate during the affiliate or adjunct nomination process in the Department of Horticulture that they would like to participate in the HORT Graduate Program. If the majority of Graduate Faculty with an academic home in the Department of Horticulture vote to approve the affiliate or adjunct nomination, then the faculty member will be approved to participate as described in **Section III.E**.
 2. Associate and Auxiliary Faculty are expected to maintain the highest standards of mentoring for graduate students. Therefore, the anticipated contributions or qualifications for successful approval of adjunct or affiliate applicants to the Faculty of the HORT Graduate Program include one or more of the following:
 - a) History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of

continuing support of HORT graduate students.

b) History of or willingness to participate as appropriate in administrative, teaching, and other functions of the HORT Graduate Program. This may include serving on graduate program administrative committees, serving as a thesis or dissertation committee chair or member, or providing graduate level instruction.

c) History of publication of peer-reviewed manuscripts in a discipline related to HORT

I. Continuation of Participation

1. Faculty members that do not have an academic home in the Department of Horticulture must maintain affiliate or adjunct status in the department to participate in the HORT Graduate Program.

2. Continued participation of Associate or Auxiliary Faculty with affiliate or adjunct status will be reviewed by the Program Director every three years with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate mentoring, research, and teaching. Contributions to the HORT Graduate Program shall be a requirement for continued participation. A contribution may take the form of:

- a) Co-chair, or member for graduate students in HORT, or
- b) Teaching or co-teaching a graduate course in HORT, or
- c) Supervising research for graduate students in HORT, or
- d) Serving in the administrative and committee structure of HORT.

3. Faculty who do not make any of the contributions as stated in **Section III.H.2** to the HORT Graduate Program for three consecutive years will be designated as inactive. Inactive faculty do not have voting rights. Initiation of any of the contributions described in **Section III.H.2** will result in the restoration of active designation.

J. Discontinuation of Participation: Upon request by an active or inactive faculty member, that individual's approval to participate in the HORT Graduate Program will be removed. If that individual's contributions to the HORT Graduate Program should change as described in **Section III.H.2** above, they may request a new vote of approval by the Graduate Faculty in the Department of Horticulture.

K. Participation Appeal Process: Faculty appeal of any participation decision in the HORT Graduate Program must be made in writing to the Program Director of

HORT within 30 calendar days of the decision. The appeal is determined by a majority vote of Graduate Faculty in the Department of Horticulture (see **Section X** for the definition of a quorum). A final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the HORT Graduate Faculty vote.

IV. Administration

Administration of the program and its activities is vested in the HORT Program Director with advice from the HORT Graduate Executive Committee.

V. Graduate Program Director

A. The HORT Graduate Program Director will be the Chair of the Department of Horticulture. Final approval of the Program Director resides with the Dean of the College of Agricultural, Human, and Natural Resource Sciences and the Dean of the Graduate School.

B. Duties of the Program Director

1. Provide overall academic leadership for HORT.
2. Develop and implement policies for HORT.
3. Represent the interests of HORT to the campus and University administrators.
4. Convene meetings of the Executive Committee.
5. Call and preside at meetings of the Faculty of HORT Graduate Program
6. Be responsible for coordinating all HORT administrative matters within the Graduate School.
7. Manage the budgets of HORT.
8. Submit course or curriculum change or approval forms.
9. Submit bylaws change or approval forms.
10. Be responsible for the accuracy of all publications related to HORT, including web pages and catalog copy.
11. Coordinate HORT graduate course teaching assignments.
12. Supervise the activities of the HORT Academic Coordinator as they relate to the program.

VI. Committees

A. Graduate Executive Committee: Coordinates and advises the Director in administering the HORT Graduate Program. The Academic Coordinator shall record and distribute the minutes of each meeting to the faculty and maintain one copy in Program Records.

1. The Executive Committee shall be composed of five to six active Graduate Faculty members of HORT.
 2. The Committee Chair will be appointed by the HORT Program Director. The HORT Graduate Faculty may nominate individuals for committee membership. Final membership will be determined by a majority vote of the voting HORT Graduate Faculty in a confidential ballot.
 3. Members of the Executive Committee will serve a three-year minimum term.
 4. Areas in which the Executive Committee shall assist and advise the Director include:
 - a) Review, develop and update long-range goals for HORT and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all HORT faculty.
 - 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) Coordinate recruitment of HORT graduate students, including:
 - (1) Work with the Academic Coordinator to develop and maintain recruiting materials as required.
 - (2) Coordinate all recruitment efforts with the HORT Graduate Faculty
 - (3) Organize annual recruiting.
 - (4) Review all student applications and in conjunction with the Program Director and the Academic Coordinator, after consultation with appropriate HORT Graduate Faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
 - (5) Make recommendations to the Program Director regarding the financial support of graduate students for their first year.
 - e) Coordinate review and revision of the HORT curriculum, including:
 - (1) Regular (at least annual) review of the HORT curriculum.
 - (2) Make recommendations to HORT Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the Program Director of HORT to be presented to the Graduate Faculty for approval by majority vote.
 - (3) Prepare drafts of course or curricular change forms for revision and submission by the HORT Program Director.
 - f) Nominate members for service on ad hoc committees.
 - g) Assist with the HORT program assessment process.
- B. Other Committees: other ad hoc committees may be appointed by the Executive Committee and Program Director as needed. Addition of new, or changes to the

existing, standing committees must be approved by amendment of bylaws.

VII. Graduate Student Committees

- A. The initial selection, or subsequent changes, of a graduate student's committee (also known as the Faculty Advisory Committee) shall be determined jointly by the student and the student's committee chair. 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 WSU Graduate Faculty members for MS and Ph.D.
 - 1. An M.S. committee must have at least one Graduate Faculty member as defined in **Section III.E.2**; a second member must be any active participant in the Faculty of the HORT Graduate Program.
 - 2. A Ph.D. committee must have at least two Graduate Faculty members as defined in **Section III.E.2**. The third member can be any member in the Faculty of the Graduate School.
 - 3. For either an M.S. or Ph.D. committee, experts from outside of WSU and faculty from other institutions may serve as a fourth or fifth member. All committee members must hold a degree of comparable level to the degree sought by the candidate.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.

VIII. Student Representatives

At the discretion of the HORT Program Director and Faculty, graduate student representation will be made to all committee structures. 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.

IX. Graduate Faculty Meetings

- A. The HORT Program Director shall call a meeting of the Faculty of the HORT Graduate Program 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 Program Director or the Executive Committee.

- C. A special meeting of the Faculty of the HORT Graduate Program may be called by petition of five or more active participants.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General meetings of the Faculty of the HORT Graduate Program shall be called with a minimum of one week's notice.
- E. Faculty not present at the time of a general meeting of the Faculty of the HORT Graduate Program may participate by video or telephone conference call or other electronic means.

X. Quorum

- A. For all general meeting of the Faculty of the HORT Graduate Program and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the eligible active participants.
- B. For programmatic committees to conduct a meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- C. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.
- 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.

XI. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Executive committee and annually by the Director.
- B. Amendments to the Bylaws may originate from any active Faculty of the HORT Graduate Program. Proposed amendments must be forwarded to the HORT Executive Committee and Program Director. After discussion, amendments shall be forwarded to the HORT 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 voting. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the HORT Bylaws require a positive vote from the majority of all Graduate Faculty in the Department of Horticulture.