

Department of Entomology Graduate Program Bylaws

Washington State University

Administrative Home: Department of Entomology, FSHN 166, Pullman, WA

Faculty Senate Approval Date: Approved by Graduate Studies Committee 11/18/2014

- I. Objectives
 - A. Degrees offered: Ph.D., M.S.
 - 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 and, when such knowledge is not available, to develop research programs that generate the needed information. 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.
- II. Membership
 - A. Graduate Faculty within the ENTOMOLOGY 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 "Initial Program Faculty" (listed in Section XI of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.
 1. WSU Campus Participation
 - a. The doctoral and Master's of Science degrees in ENTOMOLOGY are offered through the Pullman campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The Research and Extension Centers in Prosser, Wenatchee, Puyallup, Mount Vernon, and at the Tri-Cities campus, support this program but are not approved and authorized by the HECB to directly advertise and offer the degree as individual campuses.
 - b. Approved tenured and tenure-track ENTOMOLOGY Graduate Faculty at all regional campuses, agricultural extension sites, and other affiliated university sites may participate equally in the ENTOMOLOGY 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.
 2. Graduate Faculty Participation: Graduate Faculty participation in ENTOMOLOGY is independent and separate from academic department, school, or college affiliations. All active members of the Graduate Faculty of ENTOMOLOGY are eligible to vote on program issues. Only tenured and tenure-track ENTOMOLOGY Graduate Faculty can vote on membership as outlined in section B below.

3. **Disciplinary Expertise:** Graduate Faculty members within the ENTOMOLOGY DEPARTMENT are expected to have a PhD or equivalent doctoral-level 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 of 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. **Active Research Appropriate to ENTOMOLOGY:** ENTOMOLOGY Graduate Faculty must be actively involved in research and graduate level teaching related to ENTOMOLOGY as evidenced by recent external grant or contract support, related peer-reviewed publications within the last 5 years, graduate student mentoring within the last 5 years, teaching of relevant graduate level courses, or other relevant professional accomplishments.
5. **Non-Tenure-Track Graduate Faculty**
 - a. **Internal to WSU:** Non-tenure-track Graduate Faculty internal to WSU may include emeritus, research, clinical, and affiliate faculty. This category of Graduate Faculty also includes USDA-ARS researchers. These researchers are classified as WSU adjunct faculty but may, in some cases, function in the same roles as WSU tenured and tenure-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. Other non-tenure-track faculty internal to WSU (research, clinical, affiliate, and faculty) may be active ENTOMOLOGY Graduate Faculty and entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research. When serving as co-chair of a student committee they must work with a tenured or tenure-track faculty member who is also an active member of the ENTOMOLOGY Graduate Faculty.
 - b. **External to WSU:** Professionals who are not WSU faculty may be granted Graduate Faculty participation within ENTOMOLOGY if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active ENTOMOLOGY Graduate Faculty members are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research. They may not serve as student committee chair or co-chair; Graduate Program Director; or as an ENTOMOLOGY Program Committee member.
6. **External Individual Committee Members**
 - a. **Individual Committee Member Internal to WSU:** Individuals not officially participating as Graduate Faculty within the ENTOMOLOGY Program (for example, a faculty member from another WSU department or program) may serve on graduate committees if they are a member of the Graduate Faculty in their own program or discipline and their committee appointment is approved by the Graduate Program Director of the ENTOMOLOGY Program.
 - b. **Individual Committee Member External to WSU:** 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 Dean of the Graduate School for final approval of the student's Program of Study.

B. Application for Membership

1. Initial Graduate Faculty within ENTOMOLOGY are listed in Section XI of this document and have been approved by the ENTOMOLOGY existing faculty, ENTOMOLOGY Graduate Program Director, and Dean of the Graduate School.
2. 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. 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:
 - a. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of an ENTOMOLOGY graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the ENTOMOLOGY graduate program. This may include serving on graduate program administrative committees; serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
 - c. History of publication of peer-reviewed manuscripts in a discipline related to ENTOMOLOGY.

C. Continuation of Active Membership

1. Graduate Faculty appointments to ENTOMOLOGY will be reviewed for continuation of active membership by the Graduate Program Director every 3 years, with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the ENTOMOLOGY graduate program shall be a requirement for continued active membership. Contribution may take the form of:
 - a. Committee chair, co-chair or member for graduate student committees in ENTOMOLOGY.
 - b. Teaching or co-teaching a graduate course in ENTOMOLOGY.
 - c. Supervising research for graduate students in ENTOMOLOGY.
 - d. Serving in the administrative and committee structure of ENTOMOLOGY.

2. Faculty who do not make any of the contributions as stated in C.1 above to the ENTOMOLOGY graduate program for three consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty members do not have voting rights. Initiation of any of these activities described in C.1 above will result in restoration of active Graduate Faculty designation.
- D. Discontinuation of Membership: Upon request of an active or inactive Graduate Faculty member, that individual membership will be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation.
- E. Membership Appeal Process: Faculty appeal of any membership decision in ENTOMOLOGY must be made in writing to the Director of ENTOMOLOGY within 30 calendar days of the decision. The appeal is determined by a majority vote of all ENTOMOLOGY 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 ENTOMOLOGY Graduate Faculty vote.

III. Administration

Administration of the program and its activities is vested in the Director in consultation with the Faculty.

IV. Graduate Program Director

- A. The ENTOMOLOGY Graduate Program Director will be the Chair of the Department of Entomology. Final approval of the Graduate Program Director resides with the Dean of the College of Agriculture, Human and Natural Resource Sciences and the Dean of the Graduate School.
- B. The Graduate Program Director shall serve a term of 4 years and is eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the deans as described in IV.A above.
- C. The Graduate Program Director may be removed from office by a majority vote of all active ENTOMOLOGY Graduate Faculty and with the approval of the Deans as described above. In that case, a replacement Graduate Program Director will be chosen by majority vote of active ENTOMOLOGY Graduate Faculty and approval of the deans as described in IV.A above.
- D. Duties of the Graduate Program Director:
 1. Provide overall academic leadership for ENTOMOLOGY.
 2. Develop and implement policies for ENTOMOLOGY, in close collaboration with Program Committees and the Graduate Faculty at-large, as appropriate.
 3. Represent the interests of ENTOMOLOGY to the campus and University administrators.
 4. Call and preside at meetings of the Graduate Faculty of ENTOMOLOGY.

5. Be responsible for coordinating all ENTOMOLOGY administrative matters within the Graduate School.
6. With the Department of Entomology Administrative Manager, shall manage the budgets of ENTOMOLOGY.
7. Submit course or curriculum change or approval forms.
8. Submit bylaws change or approval forms.
9. Be responsible for the accuracy of all publications related to ENTOMOLOGY including web pages, catalog copy, and Graduate Student Handbook.
10. Coordinate ENTOMOLOGY graduate course teaching assignments with chairs in other relevant Departments.
11. Supervise the activities of the ENTOMOLOGY Academic Program Coordinating Committee as it relates to the program.

V. Committees

- A. Recruiting Committee: Coordinates all activities related to recruitment of ENTOMOLOGY graduate students.
 1. The Recruiting Committee shall consist of 3 to 5 active members of the ENTOMOLOGY Graduate Faculty nominated by the Graduate Program Director or the Graduate Faculty at-large.
 2. Members of the Recruiting Committee shall serve three-year terms.
 3. The Chair of the Recruiting Committee will be assigned on a rotating basis, each serving one year, with the Committee membership nominating a Chair (from within the committee) each year.
 4. Duties of the Recruiting Committee include:
 - a. Work with the Academic Program Coordinating Committee to develop and maintain recruiting materials as required.
 - b. Coordinate recruitment efforts with the ENTOMOLOGY Graduate Faculty.
 - c. Review all student applications in conjunction with the Graduate Program Director, and after consultation with appropriate ENTOMOLOGY Graduate Faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
 - d. Coordinate and participate in prospective student visits, in cooperation with the Graduate Faculty member that has tentatively agreed to serve as the prospective student's advisor.
- 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.
 1. The consists of 3 to 7 active members of the ENTOMOLOGY Graduate Faculty, nominated by the Graduate Program Director or by the Graduate Faculty at-large.
 2. Members of the Academic Program Coordinating Committee shall serve three-year terms.
 3. The Chair of the Academic Program Coordinating Committee will be assigned on a rotating basis, each serving one year, with the Committee membership nominating a Chair (from within the committee) each year.
 4. Duties of the Academic Program Coordinating Committee may include:
 - a. Regular (at least annual) review of the ENTOMOLOGY curriculum.

- b. Make recommendations to ENTOMOLOGY Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the ENTOMOLOGY Graduate Program Director to be presented to the Graduate Faculty for approval by majority vote.
- c. Review drafts of course or curricular change forms for revision and submission by the ENTOMOLOGY Graduate Program Director.

C. Other Committees

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.

VI. Graduate Student Committees

- A. The initial selection, or subsequent change, of a graduate student's committee shall be determined jointly by the student and the student's advisor and approved by the Graduate Program Director. 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 for M.S. and Ph.D. At least two committee members shall be active tenure-track ENTOMOLOGY Graduate Faculty members, with the remaining committee members selected from: our adjunct faculty member roster; faculty members from other WSU departments; faculty members with appropriate credentials and tenure or tenure-track faculty positions at other Universities or Research Institutions; and industry researchers whose special expertise will be of value to the student's research project without requiring a special exemption. All members of student committees must hold a degree of comparable level to the degree sought by the candidate. Adjunct or affiliate faculty may not chair a committee; they may only co-chair or serve as a committee member. Selection of committee members should be done in consideration of the student's interests and experience. The student will work with this committee to select appropriate courses, submit an approved Program of Study, develop a research program, and to review and approve the M.S. thesis or Ph.D. dissertation.
- 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 ENTOMOLOGY Graduate Program Director and Graduate Faculty, student representation may be added or deleted from any committee structure. 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 ENTOMOLOGY Graduate Program Director shall call ENTOMOLOGY Graduate Faculty meetings as needed; typically these meetings are held at least once per month. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Graduate Program Director or by any group of the Graduate Faculty as described in Section VIII.C.
- C. A special meeting of ENTOMOLOGY 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 ENTOMOLOGY Graduate Faculty Meetings shall be called with a minimum of one weeks' notice.
- E. Faculty not present on the Pullman campus at the time of a general ENTOMOLOGY Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

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 tenured or tenure- track Entomology Graduate Faculty.
- 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. 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 Graduate 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 Entomology Program Bylaws document shall be reviewed annually by the Graduate Faculty and the Director of Graduate Faculty.
- B. Amendments to the Bylaws may originate from any eligible ENTOMOLOGY Graduate Faculty member. Proposed amendments must be forwarded to the ENTOMOLOGY Graduate Program Director. After discussion, amendments shall be forwarded to the ENTOMOLOGY Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum two-week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the ENTOMOLOGY Bylaws require a positive vote from the majority of all active ENTOMOLOGY 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

A. List of initial ENTOMOLOGY Graduate Faculty Participants:

Pullman Campus Faculty

Carol A. Black: Urban IPM and Pesticide Safety Education. Integrated pest management, personal safety and environmental protection. ramsay@mail.wsu.edu

David Crowder: arthropod natural enemy biodiversity and herbivore control: landscape effects on predator and prey populations; patterns of biodiversity in managed ecosystems; impacts of invasive species on community structure and function; population dynamics of insect-borne diseases. dcrowder@wsu.edu

Brandon Hopkins: apiculture, developing improved methods for the cryopreservation of honey bee semen. Investigating the evolution of different reproductive strategies. bhopkins@wsu.edu

Laura Lavine: Insect development, physiology, and evolution. Genetic mechanisms underlying adaptive trait evolution in insects. lavine@wsu.edu

Jeb Owen: Medical and veterinary entomology. jowen@wsu.edu

Walter S. Sheppard: Apiculture, population genetics, and evolutionary biology. Diversity of honey bees of the genus *Apis*; the population genetic consequences of insect introductions and hybridization. shepp@wsu.edu

Richard S. Zack: Biological diversity and systematics. Ecosystematics and the faunal composition of native and changing environments. zack@wsu.edu

Off-Campus Faculty

Elizabeth Beers: Secondary pests of apple. ebeers@wsu.edu

Catherine Daniels: Pesticide Coordinator and Director. Pesticide information. cdaniels@wsu.edu

Allan Felsot: Environmental chemistry and toxicology. afelsot@wsu.edu

Beverley Gerdeman: Integrated pest management and biological control of small fruit and other economically important crops bgerdeman@wsu.edu

David James: Development of biologically-based insect and mite management in irrigated crops. david_james@wsu.edu

Vincent P. Jones: Population biology to improve IPM programs in deciduous fruits. vpjones@wsu.edu

Tobin Northfield: Evolutionary ecology and the effects of complex species interactions in ecological communities. tnorthfield@wsu.edu

Louis Nottingham: Integrated Pest Management in tree fruits. Louis.nottingham@wsu.edu

John Stark: Ecotoxicology. Non-target effects of pesticides and other chemicals; population modeling of toxicant effects. starkj@wsu.edu

Douglas Walsh: Environmental manipulation to promote better pest management. dwalsh@wsu.edu

3. The ENTOMOLOGY Graduate Program Director is responsible for submitting an updated list of active and inactive ENTOMOLOGY Graduate Faculty participants to the Dean of the Graduate School for approval annually.