Department of Crop and Soil Sciences
Graduate Program Bylaws

Crop Science
Soil Science

115 Johnson Hall

8/15/16

Article I. Objectives

A. The Department of Crop and Soil Sciences (CSS) offers four graduate degrees:
    a. Master of Science in Crop Science
    b. Master of Science in Soil Science
    c. Doctor of Philosophy in Crop Science
    d. Doctor of Philosophy in Soil Science

B. Discipline: The Department of Crop and Soil Sciences offers programs in the broad area of crop science, including plant breeding and genetics, crop and seed production, turf management, weed science, plant physiology, and plant biotechnology; and soil science, including soil fertility and plant nutrition, soil physics, soil chemistry, soil microbiology, organic and sustainable agriculture, and remote sensing technology including GIS, proximal sensing, and soil mapping.

C. Mission of the program: The mission of the Graduate Program in CSS is to provide training and research experience in basic and applied plant and soil sciences. Upon completion of their graduate program, students in CSS will be able to formulate, design, and implement research, evaluate and interpret data objectively, and communicate results of their work effectively in oral and written forms.

Article II. Membership

A. Criteria for Membership in the Graduate Program: Graduate Faculty within CSS may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct or affiliate faculty, subject to the limitations and definitions in this document. All Graduate Faculty must be "Initial Program Faculty" (listed in Section X of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.

1. WSU Campus Participation
    a. The Higher Education Coordinating Board (HECB) has approved and authorized graduate degrees in CSS to be offered from the Pullman campus. The campuses at Vancouver, Spokane, and Tri-Cities are not approved or authorized by the HECB to advertise and offer CSS graduate degrees.
    b. Supporting campuses include the Puyallup Research and Extension Center, Mount Vernon Research and Extension Center, Tree Fruit Research and Extension Center (Wenatchee), and the Irrigated Agriculture Research and Extension Center located in Prosser. Approved tenured and tenure track CSS Graduate Faculty at WSU research and extension centers may participate equally in the CSS graduate program with full program rights and responsibilities. As such, these faculty members may participate as chairs, co-chairs, or members of graduate student committees; may participate in offering graduate courses; and may supervise research.

2. Graduate Faculty Participation
    a. Graduate Faculty participation in the CSS Graduate Program is independent and separate from academic department, school, or college affiliations.
    b. All active members of the Graduate Faculty of CSS are eligible to vote on program issues such as, but not limited to, program changes, degree requirements, applications for membership to the CSS Graduate Faculty, and assessment criteria.

3. Graduate Faculty members within CSS must have a Ph.D. or equivalent doctoral-level degree in a field related to Agricultural Sciences to serve on Ph.D. committees; and at least a M.S. in a field related to Agricultural Sciences to serve on M.S. committees. In addition, Graduate Faculty must have demonstrated: i) disciplinary expertise in a field related to agricultural sciences; ii) interest and experience in mentoring and teaching of graduate students in this field; and iii) relevant professional accomplishments.

4. Crop and Soil Sciences Graduate Faculty must be actively involved in research and graduate level teaching related to CSS as evidenced by recent external grant or contract support, peer-reviewed publications within the last 3 years, graduate student mentoring within the last 3 years, teaching of relevant graduate level courses, and/or other relevant professional accomplishments.

5. Non-Tenure Track Graduate Faculty
    a. *Internal to WSU*. Non-tenure track Graduate Faculty internal to WSU include research, clinical, adjunct, and affiliate faculty. This category of Graduate Faculty includes USDA-ARS researchers. These faculty are entitled to act as chairs, co-chairs, or members of graduate student committees; teach graduate courses; supervise research; and act as CSS Graduate Committee members. Other non-tenure track faculty (faculty with titles defined by the Faculty Manual) internal to WSU may be active CSS Graduate Faculty and entitled to act as co-chairs or members of graduate student committees; teach graduate courses; and supervise research. When serving as a co-chair of a student committee, a faculty member in this category must work with a tenured or tenure-track or USDA-ARS faculty member who is also an active member of the CSS Graduate Faculty.
    b. *External to WSU*. Professionals who are not WSU faculty may be granted Graduate Faculty participation within CSS if they are first officially approved as adjunct faculty in CSS. The process used to grant adjunct faculty status is outlined in the WSU Faculty Manual and CSS department-based procedures. Adjunct faculty who are approved as active CSS Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research. They may not serve as graduate student committee chair or co-chair or as a CSS Graduate Committee member.

6. Individual Committee Members Internal to WSU
Individuals not officially participating as Graduate Faculty within CSS (for example, a faculty member from another WSU department or program) may serve on graduate committees as long as they are a member of the Graduate Faculty in their own program or discipline and their committee appointment is approved by the Director of the CSS Graduate Program.

7. External Individual Committee Members
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 chair for that student should forward the name and curriculum vitae of the desired committee member to the CSS Program Director. With 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.

B. Application for Membership
1. Initial Graduate Faculty within CSS are listed in Section X of this document and have been approved by the CSS faculty, CSS Chair, and Dean of the Graduate School.

2. Candidates for Graduate Faculty participation within CSS should be nominated by an existing CSS Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and curriculum vitae for the nominee. The Chair will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of Graduate Faculty.

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 a CSS graduate student.
   b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the CSS graduate program. This may include serving on CSS Graduate Committee, serving as a thesis or dissertation committee member or chair, and/or providing graduate level instruction.
   c. History of publication of peer-reviewed manuscripts in a discipline related to CSS.

C. Continuation of Active Membership
1. Graduate Faculty appointments to CSS will be reviewed for continuation of active membership by the Department Chair 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 CSS program shall be a requirement for continued active membership. Contributions may take the form of any of the following:

    a. Committee chair, co-chair or member for graduate students in CSS
    b. Teaching or co-teaching graduate courses in CSS
    c. Supervising research for graduate students in CSS
    d. Serving on the CSS Graduate Committee.

2. Faculty who do not make any of the contributions as stated in C.1 above to the CSS program for three consecutive years will be designated as *Inactive Graduate Faculty*. Inactive Graduate Faculty 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
Should inactive graduate faculty members wish to discontinue their membership in the CSS Graduate Faculty they may submit a written request for discontinuation to the Chair. If an individual's research and graduate training activity should change, he or she may reapply for CSS Graduate Faculty participation at any time.

E. Membership Appeal Process
Faculty appeal of any membership decision in CSS must be made in writing to the Chair of CSS within 30 calendar days of the decision. The appeal is determined by a majority vote of all CSS 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 CSS Graduate Faculty vote.

F. Emeritus Status
Graduate Faculty in the CSS Graduate Program who are granted Emeritus faculty status, as defined by WSU policy, shall be afforded all the rights and privileges of Graduate Faculty of the Program provided they continue to participate in the Program as outlined above under Continuation of Membership (Article II. Section C. Sub-section 1.).

Article III. Administration

Administration of the program and its activities is vested in the Department Chair with advice from the CSS Graduate Committee and members of the CSS Graduate Faculty.

Article IV. Graduate Program Director/Department Chair

A. Because the majority of the faculty and programmatic resources emanate from CSS, the Chair of CSS will serve as the Director of the Graduate Program in CSS. Final approval of the Chair 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 Department Chair related to the Graduate Program in CSS
1. Provide overall academic leadership for the Graduate Program in CSS.
2. Develop and implement policies for the CSS Graduate Program in conjunction with the CSS Graduate Faculty.
3. Represent the interests of the CSS Graduate Program to the campus and University administrators.
4. Be responsible for coordinating all CSS Graduate Program administrative matters within the Graduate School.
5. Manage the departmental resources for graduate student support in CSS.
6. Coordinate CSS graduate course teaching assignments.
7. Appoint a CSS Graduate Committee and a Chair of that committee.

Article V.   Committees

A. Departmental Graduate Committee
Coordinates and advises the CSS Department Chair in administering the CSS graduate program. The Chair of the Graduate Committee shall record and distribute minutes of each meeting to the faculty and maintain one copy in program records.

1. The Departmental Graduate Committee shall be composed of 3 to 4 active Graduate Faculty members of CSS with representation across disciplines and faculty ranks. Currently, these are the graduate coordinators for the Crop Science and Soil Science Programs.

2. The Committee Chair will be appointed by the CSS Department Chair
   a. Responsibilities of the Chair of the Departmental Graduate Committee

      i. Review and approve new graduate student applications.
      ii. Organize yearly orientation meeting for incoming graduate students.
      iii. Convene meetings of the graduate faculty as needed to address program issues.

3. Areas in which the Graduate Committee shall assist and advise the Department Chair include:
   a. Review, develop and update long-range goals for the CSS graduate program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty.
   b. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
   c. Provide guidance on administration of the CSS Graduate Program.
   d. Lead the CSS graduate program assessment process.
   e. Coordinate all activities related to recruitment of CSS graduate students.
   f. Develop and maintain recruiting materials, including web materials, as required.

g. Make recommendations regarding the use of departmental resources for providing financial support to graduate students, including assistantships, scholarships and awards.

j. Regularly (at least annual) review the CSS graduate curriculum.

k. Make recommendations to CSS Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the Department Chair to be presented to the Graduate Faculty for approval by majority vote.

l. With approval by the CSS Department Chair, other ad hoc committees may be appointed as needed. Changes to the existing Graduate Committee responsibilities must be approved by amendment of bylaws.

Article VI. Graduate Student 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 and approved by the Department Chair.

B. The graduate committee of each student shall have a minimum of three members for M.S. and three members for Ph.D. At least one member of a M.S. and two members of a Ph.D. committee must be both permanent WSU tenured/tenure-track faculty and graduate faculty in CSS.

C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually by the student's graduate committee and a report submitted to the Department Chair.

Article VII. Student Representatives

At the discretion of the Chair of CSS 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.

Article VII. Graduate Faculty Meetings

A. The CSS Chair shall call CSS Graduate Faculty meetings as needed but at least once annually. All attempts will be made to provide a written agenda in advance.

B. Other meetings may be called at the discretion of the Department Chair or the CSS Graduate Committee.

C. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty by email or other electronic means. General CSS Graduate Faculty meetings shall be called with a minimum of 1 week's notice.

D. Faculty not present on the Pullman campus at the time of a general CSS Graduate Faculty meeting may participate by telephone conference call, WECN, or other electronic means.

Article VIII. 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 CSS 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 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.

Article IX. Amendments

A. The CSS Graduate Program Bylaws document shall be reviewed every fifth year by the CSS Graduate Committee and annually by the Department Chair to identify needed changes.

B. Amendments to the Bylaws may originate from any eligible CSS Graduate Faculty member. Proposed amendments must be forwarded to the CSS Graduate Committee and Department Chair. After discussion, amendments shall be forwarded to the CSS 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 CSS Bylaws require a positive vote from the majority of all active CSS Graduate Faculty.

C. All amendments and revisions must be submitted to the University Graduate Studies Committee and Faculty Senate for review and final approval.

Article X. List of Initial Graduate Faculty Participants

A. List of initial CSS Graduate Faculty:

Name	Title	Area
Allan, Robert	Adjunct Faculty	wheat breeding and genetics
Bair, Kyle	Adjunct Faculty	soil fertility
Baser, JD	Instructor	Agriculture Education
Benedict, Chris	Affiliate Faculty	sustainable production systems
Bolton, Harvey	Adjunct Faculty	soil physics/chemistry
Boydston, Rick	USDA Plant Physiologist	weed management-irrigated

Bradley, Vicki	Adjunct Faculty	plant introduction
Brown, David	Assoc Prof/Scientist	soil science-pedology
Burke, Ian	Assoc Prof/Scientist	weed science
Campbell, Colin	Adjunct Faculty	soil biophysics
Campbell, Kim	Adjunct Faculty	wheat breeding and genetics
Carpenter-Boggs, Lynne	Assoc Prof	soil microbiology
Carraway, Candis	Asst Prof	Ag Education
Carter, Arron	Assoc Prof/Endowed Chair	wheat breeding and genetics
Chen, Weidong	Adjunct Faculty	plant pathology
Cobos, Douglas	Adjunct Faculty	soil biophysics
Cogger, Craig	Emeritus Faculty	soil management-organic
Collins, Doug	Adjunct Faculty	soil management - organic
Collins, Harold (Hal)	Adjunct Faculty	soil science
Coyne, Clare	Adjunct Faculty	legumes-cool season grain
Davenport, Joan	Prof/Scientist	soil fertility-irrigated
Durfey, James	Instructor	ag education
Embertson, Nichole	Adjunct Faculty	soil, waste management
Flury, Markus	Prof/Scientist	soil physics
Fransen, Steve	Assoc Sci/Ext Specialist	forage crops
Frazier, Bruce	Emeritus Faculty	soil remote sensing, GIS
Fuerst, Patrick	Research Asst Professor	Weed ecology, biology
Gardner, John	Vice President, Advancement & External Affairs	Agronomy
Gill, Kulvinder	Prof/Scientist	wheat breeding and genetics
Goldberger, Jessica	Assoc Prof/Scientist	rural sociology
Guy, Stephen	Emeritus Faculty	crop management, variety testing
Harsh, James	Prof/Scientist	soil chemistry
Hu, Jinguo	Adjunct Faculty, USDA Plant Introduction Res Ldr	germplasm
Huggins, David	Adjunct Faculty	cropping systems-conservation
Hulbert, Scot	Prof/Endowed Chair	cropping systems-pathology

Jacoby, Pete	Professor	Water management; weed science
Jarvis, Devra	Adjunct Faculty	conservation
Johnston, William	Prof/Scientist	turfgrass science
Jones, Steve	Prof/Scientist	plant breeding for sustainable, local and organic systems
Kennedy, Ann	Adjunct Faculty; USDA Soil Sci	soil microbiology
Kidwell, Kimberlee	Prof/Scientist	wheat breeding and genetics
Kisha, Ted	Adjunct Faculty; USDA Res Gen	plant genetics
Kleinhofs, Andris	Emeritus Faculty	barley genetics
Koenig, Richard	Chair	soil fertility
Lyon, Drew	Prof/Endowed Chair	weed science
Mazzola, Mark	Adjunct Faculty	plant pathology, soil microbiology
McGee, Rebecca	Adjunct Faculty	legume breeding and genetics
Miklas Phillip	Adjunct Faculty; USDA Res Gen	legume genetics-dry beans
Miller, Timothy	Assoc Sci/Ext Specialist	weed science
Morgounov, Alex	Adjunct Faculty	wheat breeding
Morris, Craig	Adjunct Faculty; USDA Res Chem	wheat quality
Murphy, Kevin	Asst Res Professor	plant breeding, agroecology
Neff, Michael	Prof/Scientist	crop biotechnology
Pan, William	Prof/Sci/Ext Specialist	soil fertility
Pannkuk, Chris	Adjunct Faculty	international ag developoment
Pierce, Francis	Professor Emeritus	precision agriculture
Pumphrey, Michael	Assoc Prof/Endowed Chair	Wheat breeding and genetics
Reganold, John	Regents Professor	soil science, organic ag
Roberts, Diana	Adjunct Faculty	crop production, agronomy
Rupp, Richard	Administrative Professional	remote sensing/GIS
Sanguinet, Karen	Asst Professor	plant physiology
Schillinger, William	Scientist/Ext Specialist	cropping systems-conservation

Sharratt, Brenton	Adjunct Faculty, USDA Land Management & Water Conservation Unit RL.	land management-conservation
Shi, Zhenqing	Adjunct Faculty	
Skinner, Dan	Adjunct Faculty; USDA Res Ldr	wheat physiology
Stahnke, Gwen	Adjunct Faculty	turfgrass science
Steber, Camille	Adjunct Faculty; USDA Plant Mol Gen	wheat genetics
Stevens, Robert	Emeritus Faculty	soil fertility
Streubel, Jason	Adjunct Faculty	soil management
Sullivan, Tarah	Asst Professor	soil microbiology
Swan, Michael	Professor	agriculture education
Swanson, Mark	Adjunct Faculty	forestry/biometrics
Tao, Haying	Asst Professor	soil fertility/quality
Ullrich, Steve	Emeritus Faculty	barley breeding and genetics
Vandemark, George	Adjunct Faculty, Grain Legume Genetics and Physiology Research Unit, RL	legume genetics
Vanvleet, Steve	Adjunct Faculty	Extension agronomy
Von Wettstein, Diter	Emeritus Faculty	barley breeding and genetics
Young, Frank	Adjunct Faculty Emeritus	cropping systems-dryland
Zhang, Zhiwu	Asst Professor	Statistical Genetics

B. The Chair of the CSS Department is responsible for submitting an updated list of active and inactive CSS Graduate Faculty participants to the Dean of the Graduate School annually for approval.