

FOOD SCIENCE GRADUATE PROGRAM BYLAWS

SCHOOL OF FOOD SCIENCE

**Washington State University
College of Agricultural, Human, and Natural Resource Sciences**

and

**University of Idaho
College of Agricultural and Life Sciences**

Revision: 4/26/2010

Faculty Senate Approval: ____04-23-2010_____



Article I. Objectives

A. Degrees offered by the graduate program in food science:

Two graduate thesis degrees are offered by the School of Food Science (SFS); Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Food Science.

B. Discipline:

Food science encompasses other disciplines (biological and physical sciences as well as engineering) to investigate the nature of food for human consumption including (but not limited to) causes of deterioration and the principles underlying food processing. Allied to food science is food technology, a field in which food science principles are applied to select, process, package, and distribute safe and nutritious foods.

C. Mission statement:

The SFS, a joint program between Washington State University (WSU) and University of Idaho (UI), strives to provide the highest quality education in food science and related fields, serving the citizens of Idaho and Washington, but also those nationally and internationally. In addition to advancement of high quality science, the SFS focuses on preparing graduate students for rewarding careers and personal leadership in the food industry, academia and government agencies.

Article II. Membership

A. Criteria for membership in the graduate program:

Graduate Faculty within the SFS Program may be tenured, tenure-track or non-tenure WSU faculty, or WSU adjunct faculty subject to the limitations and definitions of this document are eligible for participation as thesis advisors of food science graduate students. Non-SFS faculty within the university as defined by WSU Graduate School policies are eligible to apply for membership to the food science graduate program. Limited term faculty, *i.e.*, instructors, lecturers, and/or research associates cannot be thesis advisors/committee chairs, limited term faculty may serve as additional members of graduate student committees. Criteria for faculty graduate membership to the School of Food Science program include an advanced academic degree in food science or related discipline as well as demonstrated evidence of research productivity within the food science or a related discipline (*i.e.*, completion of graduate students, grantsmanship, and publishing). The Graduate Affairs Committee (GAC) will review the graduate faculty membership annually and send their recommendation to the Director for approval. Tenured and tenure track faculty who are not currently active in graduate training may be placed in inactive status.

1. WSU campus participation:

- a. Campuses approved by the Washington State University HEC Board to offer and advertise this degree program:

All graduate degrees are offered through WSU-Pullman.

- b. Supporting campuses and their specific roles in this program:

Additional faculty who are members of SFS are located at WSU-Prosser (Irrigated Agriculture Research and Extension Center), WSU-Tri-Cities and the UI (Moscow campus). Regardless of location, all faculty are encouraged to participate as thesis advisors or as members of graduate student committees.

2. Graduate faculty participation:

Participation as graduate faculty is open to all qualified faculty, regardless of academic unit affiliations and all active members have equivalent membership rights. All active members are eligible to vote on graduate-related issues within the SFS. Membership is independent and separate from academic unit appointments.

3. Disciplinary expertise, research area, graduate student mentoring, and accomplishments expected for graduate faculty participants:

Graduate faculty within the SFS are expected to have a PhD or equivalent within the broad area of food science, but with specialized focus in biological, physical, and/or engineering sciences. In addition, they must have demonstrated disciplinary expertise in a field related to SFS, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments. All tenure-track faculty members with or without research appointments are eligible to chair graduate student committees.

4. Active research appropriate to the SFS program:

Faculty involved in graduate student education must be actively involved in research and teaching program(s) related to SFS 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/UI

Non-tenure track Graduate Faculty internal to WSU include research, clinical, and affiliate faculty. This category of Graduate Faculty also includes USDA-ARS researchers. These researchers are classified as WSU/UI adjunct faculty but may function in the same roles as WSU tenured and tenure-track faculty. USDA-ARS

faculty are entitled to act as chair, or co-chair of graduate student committees, but must hold a degree of comparable level to the degree sought by the student. Non-tenured tenure-track faculty are strongly encouraged to chair graduate student committee(s) prior to tenure evaluation, although experience with guiding M.S. students prior to working with Ph.D. students is recommended.

b. External individual committee members:

Professionals who are not WSU or UI faculty must have an adjunct or affiliate appointment with either university for active participation in the graduate program. Individuals not officially participating as graduate faculty within a program (*i.e.*, a faculty member from another program or university) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis, but may not serve as a student committee chair; Program Director or SFS Program Committee member. External committee members must be approved by the Dean of the Graduate School as described in the Graduate School Policies and Procedures.

B. Application for membership:

1. Designation of initial graduate faculty in the program:

All tenured and tenure-track WSU faculty in the SFS are eligible for membership of the graduate program. Instructors, lecturers, and non-tenure track faculty may serve on graduate student committees without election to the graduate program, however limited term faculty cannot be included in the required number of graduate faculty on a graduate student committee.

2. Application to SFS graduate faculty:

Those non-SFS faculty interested in participating in the food science graduate program are encouraged to apply by preparing (a) a cover letter addressing research productivity in food science; (b) a current curriculum vitae; and (c) the names of two references. All information should be forwarded to the Director who will perform a preliminary screening of the candidate's qualifications. Those applications approved by the Director will be openly discussed by SFS faculty prior to voting on final approval (majority vote is required).

3. Anticipated contributions that graduate faculty members will perform as a member:

Faculty members of the graduate program will (a) regularly serve as thesis/dissertation advisor(s) or co-advisor(s) of graduate student(s); (b) function as members of thesis/dissertation committees (SFS and non-SFS); (c) provide graduate level instruction, as appropriate, in addition to research mentoring; and (d) take an active role in the administration of the graduate program by serving on faculty committees charged with specific tasks as well as participation in faculty discussions relative to the graduate curriculum policies and procedures.

C. Emeritus participation:

Emeritus faculty who wish to serve on graduate students committees and/or teach graduate-level courses must seek prior approval from the Director.

D. Continuation of active membership:

To be considered an active member of the graduate faculty, faculty must (a) actively pursue support for research through preparation and submission of research proposals; (b) manage research program; or (c) consistently serve as chair or committee member on graduate student committees. Contribution may take the form of:

- a. Chair, co-chair or member for graduate students research and thesis (dissertation) committee in SFS;
- b. Teaching or co-teaching a graduate course in SFS;
- c. Supervising research for graduate students in SFS; or
- d. Serving in the administrative or graduate committee structure of SFS.

E. Discontinuation of membership:

Failure to maintain an active involvement mentoring graduate students will result in discontinuation of membership. Faculty no longer wishing to be a member of the SFS Graduate Program should make their request for discontinuation in written form to the Director, who will forward the approved request to the graduate school.

F. Membership appeal process:

Faculty whose membership is discontinued may appeal (in writing) to the Director. Explanation(s) for inactivity must be provided as well as future goals and directions. Final written appeal should be made to the Dean of the WSU Graduate School within 30 calendar days of any membership decision.

Article III. Administration

The administration of the program and its activities is vested in the Director with advice from Graduate Affairs Committee (GAC) which consists of faculty members from WSU and UI School of Food Science and chaired by the one of the committee members. Though proposals for new or revised policies are first considered by GAC, changes must eventually be discussed and approved by meeting of non-tenured/tenured faculty. An Academic Coordinator staff member from either institution will serve as the recording secretary for GAC.

Specific policies and procedures for graduate students are available in the *School of Food Science Graduate Student Policies and Procedures* handbook, published and revised regularly since 1983.

Article IV. Graduate Program Director

A. Appointment process:

The Graduate Program Director of SFS will be nominated by the Graduate Affairs Committee and accepted by majority vote of the active SFS Graduate Faculty. Final approval of a Graduate Program Director resides with the Dean of the College of Agricultural, Human and Natural Resource Sciences (CAHNRS) at WSU, Dean of the College of Agricultural and Life Sciences (CALs) at the UI, and the Dean of the Graduate School.

The Graduate Program Director shall serve a term of four years and is eligible for re-election to continue in this position in accordance within the terms of the initial appointment and with final approval of the CAHNRS, CALs, and Graduate School Deans.

The Director may be removed from office by a majority vote of active SFS Graduate Faculty and with the approval of the CAHNRS and Graduate School Deans.

B. Duties of the Graduate Program Director:

The Graduate Program Director will (a) Chair of the SFS Graduate Affairs Committee, (b) provide overall academic leadership for the Graduate Program in Food Science; (c) develop and implement policies for the Program with consensus agreement from the overall faculty; (d) represent the interests of the Program to the campus and university administrators; (e) be responsible for coordinating all administrative matters with the WSU Graduate School; (f) submit course change or approval forms; (g) submit bylaws changes or approval forms, (h) supervise the activities of the SFS Graduate and Academic Coordinators to ensure the accuracy of all publications related to the program including web pages and catalog copy; and (i) coordinate graduate course teaching assignments with relevant department chairs and program directors..

C. Associate Director

Depending on circumstances, the Graduate Program Director, in consultation with the faculty, may appoint an Associate Graduate Program Director to assist in management of the graduate program. The Associate Graduate Program Director may chair the GAC or serve as a faculty member on the GAC. A suggested term of service will be for three years with renewal possible. The Associate Graduate Program Director will have the same voting rights as other members of GAC as well as other duties as assigned by the Graduate Program Director.

Article V. Committees

A. List of committees within the graduate program:

The single most important committee with the graduate program is the Graduate Affairs Committee (GAC). However, *ad hoc* committees can be formed as needed for (a) recruiting, (b) curricular discussions, and (c) other areas needing attention.

B. Information related to each committee:

1. GAC committee

On a yearly basis, the Director of the School of Food Science will appoint representative faculty members to the GAC. Though membership on the GAC can be completed by reappointment or as a new assignment, terms of no less than three years for a given member are suggested to improve continuity. Membership should include tenure-track faculty from both WSU and UI with the by the Graduate Program Director serving as chair. All faculty on GAC will have equal voting rights.

The GAC conducts many functions in support of the Graduate Program such as (a) review graduate student applications including identification of course deficiencies for students accepted to the program; (b) update the *School of Food Science Graduate Student Policies and Procedures* handbook; (c) suggest assignments of state-supported teaching and research assistantships to graduate students (Director of Graduate Programs in consultation with the Director of the School of Food Science will make final decisions); (d) conduct annual evaluations of individual graduate student performance; and (e) assist with other issues as needed.

2. Ad hoc committees

Given the responsibilities of the GAC, the Graduate Program Director may appoint *ad hoc* committees in support of the Graduate Program as needed. For example, a curriculum committee composed of representative faculty and students may be formed with the duties of reviewing and suggesting changes to requirements for M.S. and/or Ph.D. programs. Any proposals for policy/procedure changes must be ultimately approved by the membership of the graduate program.

Article VI. Graduate student thesis/dissertation committees

Initial selection and/or changes to graduate student committees shall be determined jointly by the student and advisor. In accordance with the *WSU and SFS Graduate School Policies and Procedures*, graduate students are not permitted to serve on the committees of other graduate students.

The composition of graduate student committees depends on the degree being sought by the student (WSU or UI). The graduate committee of each student shall have a minimum of three members for M.S. and four members for Ph.D. A majority of committee members shall be active SFS Graduate Faculty members. As specified in the Graduate School Policies and Prodedures, the performance of each graduate student shall be reviewed annually. Current information regarding committee composition and function can be found in the *School of Food Science Graduate Student Policies and Procedures* handbook.

Article VII. Student representatives

Upon recommendation of the students in the Graduate Program, the Graduate Program Director may appoint student representatives to *ad hoc* committees as needed. Due to the sensitivity of some information (*i.e.*, applications), students are not permitted to serve on GAC or committees of other graduate students.

Article VIII. Graduate faculty meetings

Faculty involved in the SFS Graduate Program in Food Science will meet at least once a year, with additional meetings as needed. A meeting can be requested by the Graduate Program Director or Director of the School of Food Science. Notification of meetings will be sent to all faculty in the SFS at least one week prior to the meeting date. Those faculty not able to attend the meeting may request a teleconference call to participate. All attempts will be made to provide a written agenda in advance.

Article IX. Quorum

The quorum for meetings of the Graduate Program faculty shall be 75% of active Graduate Program faculty. The Graduate Program faculty shall be free to make its own rules of procedure, but unless rules to the contrary are adopted, motions shall pass by majority vote of active members present in person at the meeting, via teleconference, or other electronic technology (PC streaming). Minimum quorum on all issues require a vote of >50% of the eligible members and that passage requires >50% supporting vote of the members voting.

Article X. Order of business for meetings

Order of business will be set by the agenda and run by *Robert's Rules of Order* (ISBN 0-517-25920-6).

Article XI. Amendments

Amendments to the by-laws must be approved by a majority vote of the faculty of the SFS. Proposed amendments to the by-laws must be submitted to both the Director of the SFS and the GAC. GAC will discuss proposals and vote to determine if proposals advance to a general discussion and vote by Graduate Program faculty in SFS. All amendments must be discussed in an open meeting prior to a vote, either in person at this meeting or by E-mail. Voting will be either at a full faculty meeting or by e-mail and will take place within one month of the proposed amendments being made. All amendments and revisions must be submitted to the WSU Graduate Studies Committee and then WSU Faculty Senate for review and approval.

Article XII. Graduate Program Membership of SFS

Active Graduate Program faculty members in SFS are Boon P. Chew, Richard H. Dougherty, Charles G. Edwards, James F. Harbertson, Dong-Hyun Kang, Karen M. Killinger, Thomas Henick-Kling, Joseph R. Powers, Barbara A. Rasco, Kerry L. Ringer,

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Carolyn F. Ross, Barry G. Swanson (WSU) and Jeffri C. Bohlscheid, Kerry Huber, Gregory Moller, Caleb Nindo, and Gulhan Unlu (UI).

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

The program is supported by two staff (Graduate/Academic Coordinators), one at WSU and one at UI.