

MEMORANDUM

TO: Kirk Schulz, President

FROM: Elizabeth S. Chilton, Provost and Executive Vice President 

SUBJECT: Request for Approval – *Faculty Manual* Revisions, Establish New Centers, Rename Existing Department

DATE: April 14, 2021

The Faculty Senate recommended approval for the following *Faculty Manual* revisions, establishment of new centers, and the renaming of an existing department.

Faculty Manual Revisions

- Section II.F.6: Investigation of Complaint or of Provost Concerns
- Section III.C.9: Faculty furlough and/or temporary salary reduction in a time of budgetary crisis
- Section III.C.4: Review of Faculty
- Moving Teaching Portfolio instructions out of the Faculty Manual and into the Provost's Guidelines for Promotion and Tenure
- Change the reference of calendar days to business days throughout the manual (**no background information provided*)

Establishment of Centers

- Center for Cannabis Policy, Research and Outreach
- Center for Professional Sales

Rename of Department

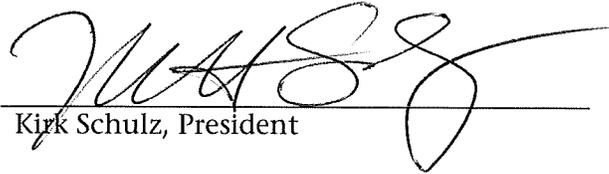
- Rename the Department of Biomedical Sciences to the Department of Translational Medicine and Physiology

The recommendations were passed by the Faculty Senate during Spring 2021 semester meetings. Proposals providing background information and redline changes for the *Faculty Manual* revisions are appended to this memorandum.

If you require any additional background information or have questions, please do not hesitate to contact me. Thank you in advance for your consideration.

Faculty Manual Revisions, Establish New Centers, Rename Existing Department
April 14, 2021
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Approved
by:


Kirk Schulz, President

April 28, 2021
Date

Attachments: Redline revisions to Section II.F.6
Redline revisions to Section III.C.9
Redline revisions to Section III.C.4
Redline revisions to Move Teaching Portfolio verbiage
Center for Cannabis Policy, Research and Outreach proposal
Center for Professional Sales proposal
Department of Translational Medicine and Physiology proposal

Cc: Christine Hoyt, Chief of Staff
Desiree Jacobsen, Executive Assistant to the Board of Regents

MARKED VERSION:

Section II. F. Disciplinary Process/Procedures

II F 6. Investigation of Complaint or of Provost Concerns (page 37-38)

If the provost determines that the allegations, if proved, state grounds for discipline, s/he shall, within ten (10) business days of such determination, initiate an investigation into the matter. The provost shall determine the appropriate investigative person/body, including, but not limited to

- a. Himself/Herself
- b. Vice provost, associate vice provost, or vice president
- c. Dean or department chair
- d. Compliance & Civil Rights (CCR)
- e. Human Resource Services
- f. A faculty committee appointed by Faculty Status Committee within ten (10) business days of receipt of the request from the provost and selected from among the members of the tenured faculty.

The provost shall generally cause the investigation to be completed within **thirty (30) calendar business days** of the date initiated. If it appears that the alleged violation will require that multiple witnesses be interviewed or will require an investigation that is otherwise substantial or complex, the provost shall cause the investigation to be completed within **one hundred twenty (120) calendar business days** of the date received. The provost shall notify the complainant and the accused faculty member if the investigation is expected to take longer than **thirty (30) calendar business days**.

The timelines may be extended by the provost at any time upon his/her determination that exigent circumstances exist, e.g. unavailability of witnesses or faculty, complexity of issues. Any extension of the timelines must be communicated in writing to the accused faculty member and the complainant. The provost may also of his/her own initiative, after learning of concerns regarding faculty conduct, initiate an investigation and pursue disciplinary action consistent with the other requirements of this policy.

For matters involving Title IX Sexual Harassment, as defined by EP#15, the Provost will rely on the investigation completed by Compliance and Civil Rights (CCR). For matters involving Title IX Sexual Harassment and other non-Title IX allegations, if further investigation is required by the Provost's Office, the complainant and respondent will be notified **10 business days in advance** of any meeting and will be provided the date, time, participants, and purpose of the meeting.

Any case reported to the dean that requires punishment or attendance at a class needs to be reported to the provost and academic vice president. The Provost's Office shall maintain a confidential file of all cases reported to a dean whose final determination involved punishment or mandatory attendance at a class. The purpose of this file is to ensure there is an adequate record of past infractions.

CLEAN VERSION:

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III C 9

Faculty furlough and/or temporary salary reduction in a time of budgetary crisis

The goal of the process described below is to provide an option by which crisis-precipitated budgetary burdens might be more equitably and justly shared by all WSU faculty. The process requires that certain requirements be met, that any proposal by the university administration must be approved by the Senate Steering Committee and a vote of the Faculty Senate, and that any agreed upon faculty furloughs and/or salary reductions will be temporary. This process is separate from, and is not intended to modify or supplant, the policies and procedures related to financial exigency and program discontinuation in sections III E 3.

- a) This process can only be initiated in the event of an extraordinary emergency (short of a declaration of exigency) that results in or from a reduction in state funding and/or tuition revenue. Further, the emergency must lead to a significant university-wide net budget reduction of $\geq 5\%$ for a fiscal year. Under these conditions, the university may propose temporary faculty furloughs and/or faculty salary reductions.
- b) The university's proposed furlough/salary reduction plan must be approved by majority votes of both the Faculty Senate Steering Committee and WSU Faculty Senate before it can be implemented.
- c) Temporary faculty furloughs and reductions in FTE may be imposed for up to one (1) fiscal year. After the Senate approved furlough and/or temporary salary reduction period ends, full salary shall be restored automatically - unless participating faculty members voluntarily elect to continue the reduction, university exigency is declared, or another process is proposed and approved by the Faculty Senate Steering Committee and WSU Faculty Senate (see restrictions below).
- d) The university's specific one-year proposal for faculty salary reductions and/or furloughs must be presented in writing to the Senate Steering Committee and WSU Faculty Senate prior to a Senate vote. See additional requirements for the proposal below. The Steering Committee and/or Faculty Senate may opt to negotiate with the university administration for additional changes and/or specific stipulations before moving the proposal to a vote.
- e) Faculty furloughs and/or salary reductions can be renewed once by a majority vote of the Faculty Senate for a maximum of 2 consecutive fiscal years, total. However, renewal requires that a second proposal be submitted and approved by majority votes of the Senate Steering Committee and WSU Faculty Senate using the same process outlined here. The university administration may propose and the Faculty Senate may approve no more than 3 years of faculty furloughs and/or salary reductions in any 6 consecutive years.
- f) The university's proposal must reflect a progressive approach: Any proposed faculty salary reductions should be scaled to protect faculty with lower annual salaries while expecting greater contributions from faculty earning high annual salaries. Therefore, the university's temporary furlough/ faculty salary reduction proposal to the Faculty Senate must specifically include:
 - (1) A minimum annual salary below which no furloughs or salary reductions shall be imposed under the plan.

- (2) Graduated marginal rate brackets through which furloughs and/or salary reductions are to applied. The plan must reflect a progressive (i.e. non-regressive) approach analogous to IRS income tax brackets – e.g. These are examples ONLY.
 - 0% reduction for those earning less than \$70K annually
 - 2.5% reduction for earnings of \$70-100K annually
 - 5% reduction for earnings of \$100-150K annually
 - 7.5% reduction for earnings of \$150-200K annually
 - 10% reduction for earning of \$200-300K annually
 - 15% reduction for earnings of \geq \$300K annually
 - (3) Any furloughs or salary reductions expected of faculty must also be applied to WSU administrators and their support staff, as well as WSU athletics personnel. However, this policy does not prevent the WSU President from imposing furloughs or salary reductions on Cabinet members, other senior administrators, or non-faculty employees (consistent with applicable policies and procedures) independent of this process and Faculty Senate approval.
- g) The WSU administration’s proposal to the Faculty Senate for temporary faculty furloughs and/or salary reductions must also include the following:
- (1) a complete presentation (documentation) of what the university has already done to address the budgetary crisis,
 - (2) any additional plans for the coming fiscal year to help address the crisis,
 - (3) an estimate of monies to be recovered via proposed salary reductions and/or furloughs,
 - (4) a plan by which geographic cost-of-living differences will be addressed,
 - (5) a process by which employees facing special circumstances (e.g., single income families, those with expenses related to support/care of family members such as children, elderly parents, and/or disabled or handicapped dependents) might apply for a full or partial exemption,
 - (6) a program analogous to [WSU’s shared leave program](#) by which faculty and staff might voluntarily donate additional furlough days or salary to other WSU employees.
- h) If the budget crisis seems likely to continue, the university administration should also present a long-term plan.
- i) Recovered funds will be returned to the college - except in situations where CAMPUS pays salary, then funds are returned to the campus.
- j) Transparency is required: each college/campus is expected to clearly communicate to its faculty how much money is saved through the salary reduction/furlough process and where/how recovered funds are being utilized. The university administration is further required to report back to the Faculty Senate (no later than March 1 of the affected fiscal year) with specific information on how the recovered salary funds are being used.

k) Further details:

- (1) Faculty salary reductions must be restricted to the portion of salary paid from state funds or tuition revenue only. Faculty salary paid on grants and other extramural sources is not eligible for reduction, except when corresponding salary reductions are required under grant regulations or contracts. These restrictions regarding source of salary funding do not apply to WSU administrators, WSU Athletics personnel, or other WSU administrative personnel who may be paid from other non-state sources. In other words, these WSU employees are expected to share equitably and according to the same formula as WSU faculty members regardless of the source of their funding.
- (2) For faculty receiving state-based salary or stipends for “additional responsibilities” (ADR funds), the salary reduction calculations shall include their ADR funds – i.e. total state salary and/or stipend funding. These faculty members may opt to take all or part of the reduction from their ADR funding.
- (3) For faculty on 9 month or partial appointments, any salary reduction should be calculated from their base pay. Summer salary for additional (optional) teaching shall not be considered for reduction.
- (4) For faculty who are promoted in the same year as a scheduled furlough/salary reduction, any promotion associated salary increase shall be awarded. A Faculty Senate-approved, crisis-precipitated salary reduction will be applied to the new, higher salary. Full post-promotion salary will be restored at the end of the fiscal year (unless crisis-precipitated faculty salary reduction is extended by another vote of the Faculty Senate).
- (5) If cost cutting measures are more effective than anticipated and result in a budget surplus, such surplus funds will be distributed to the academic areas (campus/college) in proportion to the funds generated by faculty furloughs or salary reductions in that area.
- (6) Temporary faculty furloughs and reductions in FTE will have associated reductions in faculty and WSU contributions to retirement plans, which has set as a percentage of salary. The furloughs and identified reductions in FTE, however, will not impact eligibility for the Public Employee Benefit Board benefit package.

l) Compliance with legal requirements: As with all WSU policies, this policy will be implemented in a manner that complies with applicable state and federal law.

Page 63 of [Faculty Manual](#)

III C 4. Review of Faculty

It is the policy of Washington State University to encourage the professional advancement of members of its faculty commensurate with their abilities and the effectiveness of their services. Among the encouragement to superior service, no factors are more important than the policies concerning advancement in salary and rank.

a) General Criteria

Faculty members are expected to contribute to the University through their accomplishments. Faculty members will be recognized for activities that fulfill the University's responsibilities in teaching; research, scholarship and creative activity; and service. Scopes of the three areas are outlined below.

Washington State University's core missions:

- Teaching & Learning, including mentoring and advising
- Scholarship, as broadly defined by Boyer
 - i. Scholarship of discovery
 - ii. Scholarship of integration
 - iii. Scholarship of application
 - iv. Scholarship of teaching

Boyer, E. L. (1990), Scholarship reconsidered: Priorities of the professoriate. Carnegie Foundation for the Advancement of Teaching
- Outreach & Engagement, including extension, clinical service, etc.
- Service, a balance of internal and external
 - i. Academic Service, Governance, and Leadership (internally directed service)
 - ii. Professional Service (externally directed service that supports professional organizations, advisory boards, peer review processes, etc.).

a) Guiding Principles for Faculty Review

- (1) **CORE PRINCIPLE / VALUE:** The university values and seeks excellence in all the traditional missions of our land grant university and recognizes that true excellence is only achieved through the collective contributions of our faculty.
- (2) **WSU is committed to diversity, equity, and inclusion through every aspect of its statewide system.** With this commitment comes the recognition that traditional promotion guidelines, processes, practices, and institutional culture do not reward or serve all equitably. For example, service, teaching, working with underserved populations, and leadership responsibilities (i.e., activities which have traditionally received little to no weight during promotion and tenure reviews) often fall disproportionately on underrepresented and underserved groups, including

BIPOC and women faculty. We are committed to creating and sustaining policies that promote diversity, equity, and inclusion.

- (3) **Faculty must be reviewed in accordance with their defined responsibilities/official job description** – i.e., according to their designated contributions to our land grant university's missions. No single mission of the university shall have inordinate weight in the review of a faculty member unless that mission is the primary focus for that faculty member.
- (4) **Faculty must be reviewed in true peer review fashion** – i.e., internal reviewers must include peers who understand and contribute to the same mission(s) in similar ways. In cases in which a unit or review team does not include true peers, it is essential that the unit solicit additional review from outside the unit, college, and/or university.
- (5) **Measures of scholarship and research productivity should be selected carefully to minimize bias and provide a complete assessment of productivity, quality and impact.** The traditional measures of scholarship and research are often poor and/or biased measures of productivity, quality, and impact for other missions of the university. Over-reliance on these traditional metrics perpetuates bias and incomplete assessment.
- (6) **Reporting and assessment methods should expand beyond traditional scholarship.** In addition to the essential work of discovery and creative endeavors (i.e. traditional scholarship), much of the university's work is translational. It represents the scholarship of application, integration, and/or community engagement. Basic science, theory, and current evidence-based best practices are often put into practice and tested in teaching, mentoring and advising, outreach and engagement, academic service/leadership, etc. As a result, students, the public, and the university itself benefit. Therefore, faculty members whose designated contributions to our university's missions do not include or go beyond research/discovery must be provided with clear, viable means by which they can report and showcase their achievements. These methods should effectively communicate to reviewers quantity, quality, role, scholarly basis, and impact.
- (7) **The institution values the capacity of faculty to integrate their work across the land grant missions.** Those faculty members who are engaged in two or more missions of the land grant university have the opportunity to integrate their work across their teaching, outreach, research and service roles. Faculty who successfully demonstrate this integration embody the ideals of the land grant university, and their efforts should be recognized and rewarded accordingly.
- (8) **Each faculty member's respective contributions to their assigned roles in our collective missions are valued and rewarded – regardless of track.** Because of the resource commitment it represents, tenure is one of the most important decisions made by the university and thus merits special consideration. Nonetheless, the university should otherwise strive to minimize differences between tenure and career tracks that create hierarchy.
 - Both tracks should have clear expectations and processes for promotion, including the expectation for continuing growth and achievement for any faculty member being considered for promotion to Professor. As stated elsewhere for both tenure and career tracks, attainment of the rank of professor is an indication that, in the opinion of

colleagues, an individual has made, and continues to make, progressive contributions to a major area of the individual's work assignment. By way of example, innovation and leadership is expected from all full professors (regardless of track) and from any faculty member applying for or aspiring to promotion to full professor.

- (9) **All faculty are expected to contribute to a positive community and culture.** Recognizing that academic units, campuses, institutions, and professions operate as a collective, all faculty should contribute in positive ways as mentors, advisors, contributors, and leaders. Faculty should value the professional and personal well-being of their colleagues, including fellow faculty, staff, administrators, and students and work toward an equitable distribution of formal and informal service and leadership.

b) OPERATIONAL PRINCIPLES

- (1) **All faculty should have position descriptions.** As appointment dictates evaluation, all current faculty (regardless of track and/or sub-track) must have clear position descriptions/role statements that include the faculty member's assignment and responsibilities relative to each college mission. Similarly, it is essential that all WSU faculty job offers include a clear position description and/or role statement.
- (2) **All faculty should be provided clear expectations for promotion and tenure.** All units must have clear criteria for promotion and tenure and provide them to candidates, colleagues, and all internal and external reviewers. Criteria should be comprehensive but not prescriptive.
- (3) **A faculty member may report an activity and outcome under more than one mission area.** Because missions often overlap, faculty should identify a primary area of attribution for any reported activity (usually in accordance with their primary assigned responsibilities). However, that activity might be co-listed under another mission.
- For example, research and creative work often involve significant mentoring and advising.
 - Outreach and engagement often involve teaching – through formal WSU course offerings and/or other diverse settings.
 - Teaching and learning may generate publications and lead to extramural funding.
- (4) **Service to a faculty member's professional organization(s) is valued and recognized.** These externally facing service activities and collaborations raise the reputation of the university and/or unit. They also serve the faculty member's work by building collaborative networks, providing successful models, enhancing professional skills, and increasing personal reputation.
- (5) **Communication to external reviewers should reflect all of WSU's missions.** External evaluations play an important role in the T&P process by providing disciplinary expertise and an external perspective. Our communication with external reviewers should center WSU's core values and missions as well as provide context, including the faculty member's defined responsibilities/official job description. When appropriate, WSU should make it clear to the

external reviewers the value the university, college and unit places in university missions and/or activities that reviewers may not be accustomed to seeing within a promotion or tenure package (e.g. community engaged scholarship, administrative service & leadership, etc.)

AUTHORS: WSU ad hoc task force: Laura Griner Hill, Stephen Hines, Louise Parker, Melanie-Angela Neuilly, Katie Cooper, Amanda Boyd, Matt Hudelson, Sergey Lapin (aka *The "Alignment" Team - aligning values & practices*)

REVISED & APPROVED BY THE WSU FACULTY AFFAIRS COMMITTEE: March 10, 2021

DRAFT

***** **EXISTING FACULTY MANUAL – pages 82-86** *****

d) Teaching Portfolio

A teaching portfolio is a compilation of information about a faculty member’s teaching, made by that faculty member, often for use in consideration for tenure or promotion. It is not, in itself, an instrument for teaching evaluation, but a vehicle for presenting information that may include results of evaluations and that may itself contribute to evaluation. It can therefore be selective, emphasizing the positive to serve as a showcase for the faculty member’s achievements in teaching, not necessarily a comprehensive or balanced picture of everything.

The format and uses of the portfolio will naturally vary from one part of the university or discipline to another. The outline that follows is meant to be an adaptable template, which can be modified for individual units or even individual faculty members.

There should still be a degree of uniformity. The original impetus for proposing the portfolio at Washington State University was the fact that personnel documents from different units described teaching activities in such varied ways that often it was difficult, if not impossible, to use them fairly or to obtain useful aggregate results.

Etc. etc. etc. → Posted WSU Faculty Manual [HERE](#) pages 83-86

PROPOSED CHANGE – page 82-87: Tracked Changes

d) Teaching Portfolio

A teaching portfolio is a compilation of information about a faculty member’s teaching, made by that faculty member, often for use in consideration for tenure or promotion. It is not, in itself, an instrument for teaching evaluation, but a vehicle for presenting information **and outcomes that showcases a faculty member’s philosophy and achievements in teaching.** The portfolio should include results of evaluations and other information that contributes to further peer and administrative review. A teaching portfolio is not necessarily a comprehensive picture of all teaching-related activities. It can therefore be selective, emphasizing the positive to highlight the faculty member’s most significant achievements and impact.

For more detailed information on constructing a teaching portfolio for the purposes of promotion or tenure, see the Provost’s Guidelines for Promotion and Tenure documents that are published annually (typically in spring) and posted on the Provost’s web site. The format and uses of the portfolio will naturally vary from one part of the university or discipline to another. **The outline provided in the Provost’s Guidelines is meant to be an adaptable template, which can be modified for individual units or even individual faculty members.**

::: Move the rest of the text in this section out of the Faculty Manual and into to the Provost’s Guidelines materials

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Center/Institute/Collaborative Unit (CICU) Registration Form

Name of CICU

Center for Cannabis Policy, Research and Outreach (CCPRO)

Please note that all attachments on this application have been included and can be found in this document.

The unit is proposed to be a:

- Center or Institute
- Collaborative Unit

Director of Center/Institute

LAST NAME	FIRST NAME	WSU ID #	E-MAIL	PHONE #
McDonell	Michael	99502229	mmcdonell@wsu.edu	509-368-6967

What is the desired unit email address to be used (if different from above)?

Is this a new or existing WSU Center/Institute?

- New
- Existing

This C/I is a

- College level C/I
- University level C/I

Does this proposed unit have a current website address?

- Yes
- No

Website URL (please update to reflect accurate information):

https://research.wsu.edu/cannabis/

What is your cost center number?

Where will the unit be administratively housed (e.g., college(s), Office of Research)

Area/College/Campus 1

OFFICE OF RESEARC

Area/College/Campus 2

Other participating areas/colleges/campuses (if applicable):

- CAHNRS OFFICE OF RESEARCH
- E S FLOYD COLLEGE OF MEDICINE
- COLLEGE OF NURSING
- PHARMACY & PHARM SCIENCES
- COLLEGE OF ARTS AND SCIENCES
- VET MEDICINE COLLEGE OF
- CARSON COLLEGE OF BUSINESS
- ADVANCEMENT & EXTERNAL AFFAIRS
- MURROW COLLEGE OF COMM
- COLLEGE OF EDUCATION

COLLEGE OF EDUCAT

Add Area

What is the primary mission of the proposed unit?

- Research
- Teaching, Service, and/or Outreach
- Both (uncommon – neither research nor teaching/service outreach is primary but both are equally weighted)

Preference for annual and five-year review due dates (please choose one):

- Annual report submission due August 1; five-year review submission due November 1
- Annual report submission due December 1; five-year review submission due March 1

Last 5-year Review Date (admin only)

month/day/year

Save Reporting Date

Mission statement, including specific goals (no more than a paragraph is expected):

The CCPRO will be the nexus for cannabis scholarship, policy, outreach and community engagement. The primary goal of the CCPRO is to coordinate and support cannabis research at WSU. Other goals of the CCPRO are to develop cannabis related policy to assure compliance with federal and state laws and to serve as the primary point of contact at WSU for interactions with governmental, industry, and other cannabis stakeholders. This includes outreach activities such as professional conferences and community-based talks.

Brief description of major focus areas (100 words or less is expected):

The research foci of the CCPRO are:

1. Improving health and well-being. Conduct translational science on the impact of cannabis on health, ranging from animal to human clinical research.
2. Public policy and safety. Conduct research on roadside detection and workplace safety, the impacts of de-criminalization on crime and the justice system, and federal and state cannabis policy.
3. Economics. Conduct research on issues relevant to the cannabis industry, such as industry taxation and banking, economic impact, and cannabis workplace issues.
4. Agricultural Research. Conduct agricultural research on industrial hemp grown for CBD extract, textiles, food, and fiber in compliance with state and federal law.

Keywords for major focus areas (list two to six):

Cannabis Marijuana Hemp Health Public Safety Agriculture

Value added by creation of the unit (consider all aspects of a land-grant university mission - no more than a paragraph is expected):

WSU receives daily inquiries about cannabis from the citizens of Washington. These inquiries range from wanting to know the impact of cannabis on pain to how to grow hemp in a manner that is consistent with federal and state law. Establishment of the CCPRO will build upon the seven years of progress WSU has made in establishing itself as a state and national leader in cannabis research. As our state's land grant university it is essential that we lead the way in providing the citizens of our state with the answers to questions related to the impact of Initiative 502 (I502) legalizing marijuana and the revised farm bill allowing the growing of industrial hemp. I502 requires providing funding to study the impact of marijuana use on the health of Washington state citizens and to disseminate research findings on marijuana to the citizens of our state. The revised farm bill allows for the growing of industrial hemp. CCPRO will therefore conduct research and outreach focused on cannabis and public health, public safety, our state's agriculture industry, as well as the economic impact of cannabis legalization. Benefits of the center include increased research productivity, consistent cannabis related policies and outreach to state, federal, and local governments, as well as the industry and other stakeholders.

Associated members and their department/school affiliation:

Celestina Barbosa-Leiker, College of Nursing
 Cornell Clayton, Thomas S. Foley Institute
 Brian Clowers, Chemistry
 Rebecca Craft, Psychology
 Carrie Cuttler, Psychology
 Jon Davis, Integrative Physiology and Neuroscience
 Amit Dhingra, Horticulture
 Randy Fortenberry, Economic Sciences
 Rita Fuchs Lokensgard, Integrative Physiology and Neuroscience
 Maria Gartstein, Psychology
 Janessa Graves, College of Nursing
 Craig Hemmens, Criminal Justice and Criminology
 Laura Hill, Human Development
 Louise Kaplan, College of Nursing
 Tracy Klein, College of Nursing
 Philip Lazarus, Pharmaceutical Sciences
 Nick Lovrich, Politics, Philosophy, and Public Affairs, and Criminal Justice and Criminology
 Renee Magnan, Psychology
 Michael McDonell, College of Medicine
 Ryan McLaughlin, Integrative physiology and neuroscience
 Sterling McPherson, College of Medicine
 David Makin, Criminal Justice and Criminology
 Michael Morgan, Psychology
 Clayton Mosher, Sociology
 Jim Peters, Integrative Physiology and Neuroscience
 John Roll, College of Medicine
 John Snyder, Criminal Justice and Criminology
 Mary Stohr, Criminal Justice and Criminology
 Dale Willits, Criminal Justice and Criminology
 Marian Wilson, College of Nursing
 Elizabeth Weybright, Human Development
 David Gang, Institute of Biological Chemistry
 Brian French, College of Education
 Byron Marlow, School of Hospitality Business Management

Criteria for membership:

The only criteria for membership is interest in cannabis-related scholarship, policy, or research.

Does this CICU have an Advisory Board?

Yes No

Please list Board members:

Christopher Keane, PhD, VP Research
 Colleen Kerr, JD, VP External Affairs and Government Relations
 John Roll, PhD, Vice Dean ESFCOM
 David Gang, PhD, Professor, CAHNRS
 Rebecca Craft, PhD, Professor, Psychology, CAS

Are there external funding possibilities related to this CICU?

Yes No

Please list (be as specific as possible, e.g., listing example RFAs):

<https://grants.nih.gov/grants/guide/pa-files/PAR-20-035.html>
<https://grants.nih.gov/grants/guide/pa-files/PAR-20-302.html>

<https://grants.nih.gov/grants/guide/pa-files/par-18-674.html>
<https://grants.nih.gov/grants/guide/notice-files/NOT-DA-19-065.html>
<https://grants.nih.gov/grants/guide/pa-files/PA-14-162.html>
<https://grants.nih.gov/grants/guide/pa-files/PA-14-163.html>
<https://grants.nih.gov/grants/guide/pa-files/PAR-19-345.html>
<https://grants.nih.gov/grants/guide/pa-files/PAR-19-259.html>

Does a similar unit exist within WSU?

- Yes
- No

Will the establishment of this unit impact the University Libraries beyond the impact already in place from the individual participating unit(s) (e.g., increased journal subscription needs)?

- Yes
- No

List specific metrics for evaluation and review (must be coordinated with goals and agreed upon by oversight authority/authorities; it is important that there be common themes to metrics across C/Is):

1. Year over year increases in the number of external cannabis-related grants submitted and received.
2. Year over year increase in the number of cannabis-related publications.
3. Updated cannabis policies so that they continue to be consistent with state and federal law.

Please upload the most recent organization chart (include leadership structure, faculty, staff, and advisory units as applicable; be sure to include oversight authority/authorities):

Org Chart: [CCPRO Org Chart Revised.pdf](#) 

This attachment is part of the application document (see below).

Budget overview, showing revenue (e.g., central funding, endowments, external funding, indirect cost recovery, projected income from service centers, tuition) and expenses (e.g., salaries, tuition, equipment purchase and upkeep, licenses, operational expenses, outreach activities), with evidence of approval at the appropriate level. If the C/I includes service centers, a **description** of services and revenue and expenses **analysis**

This attachment is part of the application document (see below).

Budget Overview (Note: You cannot edit this without re-uploading a new file): [Copy of CCPRO Center App Budget 11-12 mgm.xlsx](#) 

Support letter(s) from proposed line(s) of authority (e.g., Dean, Chancellor, VPR, Provost). In addition to providing support and rationale for the overall establishment of the C/I, the oversight authority/authorities must address approval of the allocated budget, if applicable, in the support letter.

Support Letter: [CCPRO LOS Barbosa-Leiker.pdf](#) 

This attachment is part of the application document (see below).

Support Letter: [CCPRO Support Letter 12.20.20.pdf](#) 

Support Letter: [CCPRO LOS Hulbert.doc](#) 

Oversight Authority/Authorities

Oversight Authority/Authorities Note: must be at the college Dean level or higher.

LAST NAME	FIRST NAME	WSU ID #	E-MAIL	
Dutta	Geeta	730430	geeta.dutta@wsu.edu	
Lookup Person:	<input type="text" value="(last name/wsu id)"/>	<input type="button" value="Q"/>		



CCPRO Organizational Chart

**Office of
Research**

Geeta Dutta, PhD (for Christopher Keane, PhD)

**CCPRO
Advisory Group**

**CCPRO
Director**

Michael McDonell, PhD

**CCPRO
Executive Committee**

Christopher Keane, PhD, VP Research
Colleen Kerr, JD, VP External Affairs and Government Relations
John Roll, PhD, Vice Dean ESFCOM
David Gang, PhD, Professor, CAHRNS
Rebecca Craft, PhD, Professor, Psychology, CAS

December 15, 2020

Dear Members of the Review Group:

It is with great pleasure that I offer my enthusiastic support for the application of the Collaborative for Cannabis Policy, Research, and Outreach (CCPRO) to formal Center status at Washington State University (WSU). The unit would retain its moniker of CCPRO.

CCPRO was formed after the legalization of non-medical cannabis in Washington state. CCPRO members have worked together to 1) expand cannabis research and scholarship, 2) establish policies that are consistent with federal, state, and other regulations, and 3) coordinate university and community outreach. The work of CCPRO is essential to WSU's land grant mission, including scholarship related to industrial hemp. Currently nearly 100 WSU faculty, administrators, and staff are involved in some form of cannabis scholarship, policy making, or outreach and most are actively involved in CCPRO.

The Office of Research has served as the home for CCPRO since its inception. Office of Research administrators and staff currently provide support to CCPRO. This includes budget management, meeting organization, website management, listserv management, and expertise in research administration. Office of Research administrators serve on national groups focused on cannabis related scholarship (e.g., Dan Nordquist serves on the Council of Government Relations, Cannabis Workgroup). Mike Kluzik is also involved in CCPRO to assure that human subjects and animal welfare regulations are followed by CCPRO researchers. After attaining center status, these Office of Research efforts will continue.

As a result, Dr. Keane and I believe that it is important that CCPRO continue to be housed in the Office of Research and we are committed to continuing our support to this essential new center at WSU. Approving CCPRO's Center status will bring a significant benefit to the University and on CCPRO and its investigators. Therefore, I provide my highest recommendation for the application CCPRO to become the Center for Cannabis Policy, Research and Outreach.

Regards,



Geeta Dutta, PhD
Assistant Vice President for Research
Director, Office of Research Advancement & Partnerships
geeta.dutta@wsu.edu
509-335-5980

October 8, 2020

Dear Members of the Review Group:

The purpose of this letter to offer my enthusiastic support for the application of the Collaborative for Cannabis Policy, Research, and Outreach (CCPRO) to formal Center status at Washington State University (WSU). The unit would retain its moniker of CCPRO.

CCPRO was formed after the legalization of non-medical cannabis in Washington state. CCPRO members have worked together to 1) expand cannabis research and scholarship, 2) establish policies that are consistent with federal, state, and other regulations, and 3) coordinate University and community outreach. The work of CCPRO is essential to WSU's land grant mission, including scholarship related to industrial hemp. Currently nearly 100 WSU faculty, administrators, and staff are involved in some form of cannabis scholarship, policy making, or outreach and most are actively involved in CCPRO.

In the College of Agricultural, Human and Natural Resource Sciences (CAHNRS) our faculty conduct cannabis scholarship with a focus on industrial hemp and economics. Through the CCPRO we have established important internal policies regarding the types of cannabis scholarship faculty are allowed to engage in so that we are compliant with federal regulations. We have provided feedback and consultation to the Washington State Department of Agriculture when requested regarding our revised industrial hemp plan, which now allows farmers in Washington to legally grow industrial hemp. We are therefore, uniquely positioned to provide technical assistance to the hemp industry. We anticipate increasing hemp-related scholarship in CAHNRS over the next few years and believe that as a Center, CCPRO will support the growth of this work. CCPRO will also encourage cross college collaborations, that are essential to impactful translational science.

A transition to Center status recognizes the ongoing outstanding work that is already ongoing at CCPRO and allows us to position WSU as one of the country's leading institutions in cannabis scholarship. Center status will assure that WSU continues to coordinate research, policy, and outward facing efforts at WSU. It is essential that we have a Center that is positioned to 1) conduct the research needed to determine the impacts of cannabis on the health of our citizens, 2) assure that WSU policies and research is conducted in compliance with federal and state laws, and 3) is a single point of contact for community stakeholders. The Center will also show funders that WSU has a research environment that supports to cannabis scholarship and provide a consistent and organized outward facing presence to promote cannabis scholarship and provide trusted information to people living in Washington state.

Approving CCPRO's Center status will bring a significant benefit to the University and to CCPRO and its investigators. Therefore, I provide my highest recommendation for the application CCPRO to become the Center for Cannabis Policy, Research and Outreach.

Regards,

A handwritten signature in blue ink, appearing to read "Scot Hulbert", with a long horizontal flourish extending to the right.

Scot Hulbert
Associate Dean and Director
CAHNRS Office of Research
Washington State University
CCPRO Member

October 8, 2020

Dear Members of the Review Group:

The purpose of this letter to offer my enthusiastic support for the application of the Collaborative for Cannabis Policy, Research, and Outreach (CCPRO) to formal Center status at Washington State University (WSU). The unit would retain its moniker of CCPRO.

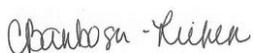
CCPRO is an interdisciplinary group of researchers focused on scholarship related to cannabis. Formed immediately after the legalization of non-medical cannabis in Washington state, CCPRO members have worked together to 1) expand cannabis research and scholarship, 2) establish policies that are consistent with federal, state, and other regulations, and 3) coordinate university and community outreach. The work of CCPRO is essential to WSU's land grant mission and our commitment to support the health and well-being of the citizens of Washington state. Currently nearly 100 WSU faculty, administrators, and staff are involved in some form of cannabis scholarship, policy making, or outreach and most are actively involved in CCPRO.

My cannabis scholarship focusses on pregnant women's perceptions of the impacts of cannabis on prenatal health. CCPRO allows investigators an opportunity to interact with one another through quarterly WSU meetings and annual conferences co-hosted in collaboration with the University of Washington, stay up to date on current trends in regulation and science through weekly email updates, and showcase our work to stakeholders. Additionally, through a collaboration with the Alcohol and Drug Abuse Research Program, CCPRO provides pilot funding to WSU researchers for cannabis research. As the Vice Chancellor for Research at WSU Health Sciences I believe that CCPRO provides unique opportunities to faculty at WSU, particularly our health sciences researchers.

A transition to Center status recognizes the ongoing outstanding work that is already ongoing at CCPRO and allows us to position WSU as one of the country's leading institutions in cannabis scholarship. Center status will assure that WSU continues to coordinate research, policy, and outward facing efforts at WSU. As the legal cannabis industry grows, it is essential that we have a Center that is positioned to 1) conduct the research needed to determine the impacts of cannabis on the health of our citizens, 2) assure that WSU policies and research is conducted in compliance with federal and state laws, and 3) is a single point of contact for community stakeholders. The Center will demonstrate to funders that WSU has a research environment that is conducive to cannabis scholarship, as well as provide a consistent and organized outward facing presence to promote cannabis scholarship and provide important information to people living in Washington state.

In conclusion approving CCPRO's Center status will confer significant benefit on both the University and on CCPRO and its investigators. Therefore, I provide my highest recommendation and strongest support for the application CCPRO to become the Center for Cannabis Policy, Research and Outreach.

Regards,



Celestina Barbosa-Leiker, PhD

CCPRO Member; Vice Chancellor for Research; Associate Professor, College of Nursing
Washington State University Health Sciences Spokane; ph 509-324-7477; celestina@wsu.edu

CCPRO Budget						YR1
SALARIES & Benefits		Pay Rate	# Mos.	% FTE		
PI: McDonell Admin Supplement		16,666.67	12.00	5.00%	Salary	10,000
					<i>Benefits</i>	2,937
PI: Fuchs Admin Supplent including benefits					ADR Inc. Benefits	2,331
					Total Salaries/Wages/Benefits	15,268
03 - GOODS/SERVICES						
Pilot Grants						95,000
Website development						3,500
Website maintence						732
Yearly UW/WSU conference						5,000
Dissemination materials (article fees, printed dissemination)						5,000
Research Infrastrcuture Investments						5,000
					Total Goods/Services	114,232
04 - TRAVEL						
Misc Travel as needed for faculty to attend						4,500
Travel award (faculty 2 per year, \$2,000 each)						4,000
					Total Travel	8,500
TOTAL COSTS						138,000

\$138,000 annual budget comes from the Washington Initiative 502 (I-502) on Marijuana Reform. We get \$138,000 per year from from the state from taxes on Marijuana purchases.

CICU Form Comments



Name	Comment	Submitted
Pietsch, Alexander Roy	I support this initiative.	1/5/21, 9:12 AM
Barbosa-Leiker, Celestina	This center also has a very strong connection to government relations and is very valuable to the state of WA.	1/5/21, 9:13 AM
Holder, Lawrence	Could use a deeper organizational structure, but otherwise looks good.	1/5/21, 9:20 AM
Hulbert, Scot Howard	Looks good to me, Scot	1/5/21, 9:30 AM
Gang, David Roger	Under Board Member list, CAHNRS is spelled incorrectly (written there as "CAHRNS"). Also, under associated members, my affiliation should be "Institute of Biological Chemistry", not just "Biological Chemistry". Otherwise looks fine to me.	1/5/21, 9:39 AM
Postma, Julie Marie	Coordination of research and policy in this arena makes sense for WSU and for WA State. Excellent representation from multiple colleges, departments and campuses.	1/5/21, 9:40 AM
Gaolach, Bradley	Given the nature of the work to be engaged in and the title includes both Research and Outreach, I am surprised that it is designated as a research primary center. Additionally so since CAHNRS is a sponsoring college and houses Extension.	1/5/21, 10:10 AM
Christopher, Renny Teresa	I have no concerns regarding this proposal	1/5/21, 10:15 AM
Trevisan, Michael Steven	I give strong support to the center concept and think there is a real need for the center. Not sure where the initial funding comes from. Some clarity is needed. Initial funding is essential. Perhaps the money is already there through OR. Not sure though a LOS seems to suggest this.	1/5/21, 10:38 AM
McPherson, Sterling Marshall	This center represents an important contribution to the entire university and is why centers and institutes provide a unique space for research, teaching and other activities that are essentially transdisciplinary.	1/5/21, 11:04 AM
Kammerzell, Sharyl	This is an area with significant compliance obligations and risks. This center will help insure consistency in cannabis compliance and related risk assessment and management and is a welcome step forward.	1/5/21, 11:53 AM

Wright, Andre-Denis Girard	I enthusiastically support CCPRO to become the Center for Cannabis Policy, Research and Outreach.	1/5/21, 12:22 PM
French, Brian F	This looks like a strong idea. It is suggested that the College of Education be considered a partner as well. We have faculty conducting research in this area Michael may not have been aware of. I have contacted him with a request to be listed and to make the connection to our faculty. Thank you for considering the request.	1/5/21, 12:34 PM
Van Dongen, Hans	Dr. Dutta of the Office of Research provided an enthusiastic letter of support, but it does not mention any financial support. Where does the financial support for the center come from?	1/5/21, 12:34 PM
Hunter, Larry W	Prof. Byron Marlowe of our School of Hospitality Business Management would be interested in participating. Prof. Marlowe is leading our "Wine and Beverage Management" program and many wine and beverage businesses in the state have interests in cannabis. He is particularly interested in (3), the economics of the industry, and would generally like to be in touch with industry developments. Prof. Marlowe can be contacted by email at byron.marlowe@wsu.edu . Chip Hunter, Dean, Carson College	1/5/21, 1:30 PM
Beattie, Mark A	I support this request.	1/6/21, 10:40 AM
Borjesson, Dori	I fully support the configuration of this group as a formal center.	1/6/21, 2:15 PM
Gaffney, Michael John	Cannabis research, outreach and policy are timely and important. A more structured approach to coordinated response and capacity will greatly enhance WSU's capacity and impact in this arena.	1/7/21, 9:23 PM
Lazarus, Andrea	The CCPRO is important to capture and coordinate cannabis research and other activities being conducted at WSU so that this expertise can be leveraged. Just a couple of suggestions: 1. It would be useful to either set up an external advisory board, or add members external to WSU to the advisory board to provide an outside perspective and to help forge collaborations with outside organizations. 2. The CCPRO website should be expanded and updated to provide information about projects funded by CCPRO and current news stories, for example.	1/15/21, 4:49 AM

01/25/21

RE: CCPRO Center Application

Dear Dr. Berry and RAC Committee:

I would like to thank all those who took the time to respond and show their support for our application, as well as those who made recommendations or had questions about our application. I have responded to each comment below. Please let me know if you have any additional questions.

Thank you



Michael McDonell, PhD

Chair CCPRO

1. Organizational related comments

- a. "Could use a deeper organizational structure, but otherwise looks good."

Response: We appreciate this feedback. Our center has an advisory board and director. We are a new center and our center is primarily designed to facilitate collaborations across cannabis researchers. As we expand we will revise our center leadership to with assistant directors/leaders of relevant themes (e.g., animal research or regulations). We have revised the organizational chart to reflect some of these details, which were previously in the application text.

- b. “Given the nature of the work to be engaged in and the title includes both research and outreach, I am surprised that it is designated as a research primary center. Additionally so since CAHNRS is a sponsoring college and houses extension.”

Response: Our primary activity is related to research and scholarship. This includes ongoing involvement of Extension through CAHNRS. Our work with Extension has been primarily educational. That is, advising Extension faculty and personnel re: what types of support they are allowed to provide to the cannabis industry. Industrial hemp is a rapidly growing field and hemp is being grown on the WSU experimental farms. We look forward to continuing to partners with CAHNRS and Extension faculty through CCPRO.

- c. “The CCPRO is important to capture and coordinate cannabis research and other activities being conducted at WSU so that this expertise can be leveraged. Just a couple of suggestions: 1. It would be useful to either set up an external advisory board, or add members external to WSU to the advisory board to provide an outside perspective and to help forge collaborations with outside organizations. 2. The CCPRO website should be expanded and updated to provide information about projects funded by CCPRO and current news stories, for example.”

Response: We appreciate this suggestion, re: external membership on our advisory board. We have many collaborations with outside groups including other universities, such as UW, the liquor and cannabis board, WSDA, department of health, members of the cannabis industry, and other universities throughout the US. In fact, my primary duties as the chair/director are related to these relationships. While our primary mission is to support cannabis-related scholarship at WSU, we will add this recommendation to our next CCPRO leadership meeting.

Regarding a website. One of our initial activities will be to rebrand and expand our website.

- d. “Cannabis research, outreach and policy are timely and important. A more structured approach to coordinated response and capacity will greatly enhance WSU’s capacity and impact in this area.”

Response: Thank you for your supportive comments.

2. Funding related comments

- a. “I give strong support to the center concept and think there is a real need for the center. Not sure where the initial funding comes from. Some clarity is needed.

Initial funding is essential. Perhaps the money is already there through OR. Not sure through a LOS seems to suggest this.”

Response: We submitted a budget as requested. The funding for the center comes from the state marijuana tax and has been set at \$138,000/year in recent years, as reflected in the annual budget.

- b. “Dr. Dutta of the Office of Research provided an enthusiastic letter of support, but it does not mention any financial support. Where does the financial support for the center come from?”

Response: We submitted a detailed excel budget. The funding for the center comes from the Washington State marijuana tax.

3. Inclusion related comments

- a. This looks like a strong idea. It is suggested that the College of Education be considered a partner as well. We have faculty conducting research in this area Michael may not have been aware of. I have contacted him with a request to be listed and to make the connection to our faculty. Thank you for considering the request.”

Response: We have added the faculty member mentioned and added her to our group. All faculty interested in cannabis scholarship at WSU are invited to join.

- b. “Prof. Byron Marlowe of our School of Hospitality Business Management would be interested in participating. Prof. Marlowe is leading our “Wine and Beverage Management” program and many wine and beverage businesses in the state have interests in cannabis. He is particularly interested in (3), the economics of the industry and would generally like to be in touch with industry developments.”

Response: This is great. We would be glad to add Dr. Marlowe to our group.

Barry, Tammy

From: Dutta, Geeta Ahuja
Sent: Thursday, January 28, 2021 2:13 PM
To: Barry, Tammy; McDonell, Michael Gerard; Hecox, Karen; Brown, Derek Arthur; Nordquist, Daniel G
Cc: Owen, Jeb; Holcomb, Lindsey N
Subject: Re: CCPRO Comments

Yes, I am fine with Mike's responses.

Geeta

Geeta Dutta, Ph.D.

Assistant Vice President for Research
Director, Research Advancement and Partnerships

[Office of Research Advancement and Partnerships](#)

Office of Research

Washington State University

W: (509) 335-5980, Cell: (509) 339-4215

Email: geeta.dutta@wsu.edu



From: Tammy Barry <tammy.barry@wsu.edu>

Date: Tuesday, January 26, 2021 at 10:34 AM

To: "McDonell, Michael Gerard" <mmcdonell@wsu.edu>, "Hecox, Karen" <karen.hecox@wsu.edu>, Derek Brown <derekbrown@wsu.edu>, "Nordquist, Daniel G" <nordquist@wsu.edu>

Cc: "Owen, Jeb" <jowen@wsu.edu>, "Holcomb, Lindsey N" <lindsey.holcomb@wsu.edu>, "Dutta, Geeta Ahuja" <geeta.dutta@wsu.edu>

Subject: RE: CCPRO Comments

Mike,

Got it! We will ensure this right version goes to the RAC members. Thank you for ensuring that we received in advance of tomorrow's meeting.

Geeta – can you write back to confirm that you approve the response as the oversight authority?

Thanks so much!

Tammy

--

Tammy D. Barry, Ph.D.

Associate Dean, Graduate School

Professor, Department of Psychology

Washington State University

Pullman, WA 99164

(509) 335-7008 (Graduate School)

(509) 335-1583 (Psychology)

RAC Checklist for Establishing a New Center/Institute

Name of Center/Institute: Center for Cannabis Policy, Research and Outreach (CCPRO)

Director of Center/Institute: Michael McDonell

Oversight Authority/Authorities: Geeta Dutta

Reviewer from RAC: Alberto SA Vinhas

Criterion:	Criterion Met:	Notes:
Request form to establish a C/I completed	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date received: 12/21/20
Request form reviewed and approved by all oversight authorities with approval letter(s)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Clearly identifies oversight authority, which appears appropriate given the proposal	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes organization chart	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes detailed budget or statement that no resources are needed	<input checked="" type="radio"/> Yes <input type="radio"/> No	
No apparent significant duplication with existing C/Is, per RAC review	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Sent to stakeholders for review and comment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent: 1/4/21
Stakeholder comments sent to C/I director and response received	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent: 1/25/21
No comments in 10 business days or comments are addressed	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If applicable, any issues raised by the Library Committee are resolved	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
If applicable, any issues noted by RAC are addressed	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	

Notes:

Approved by RAC and sent of Faculty Senate on 2/10/21 as a Discussion item (for eventual vote).

Attach additional page(s) as needed to provide any suggestions for potential coordination among C/Is or any feedback toward improvement.

RAC Checklist for Establishing a New Center/Institute

Name of Center/Institute: Center for Cannabis Policy, Research and Outreach

Director of Center/Institute: Michael McDonell

Oversight Authority/Authorities: Geeta Dutta

Reviewer from RAC:

Criterion:	Criterion Met:	Notes:
Request form to establish a C/I completed	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date received: 12/21/20
Request form reviewed and approved by all oversight authorities with approval letter(s)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Clearly identifies oversight authority, which appears appropriate given the proposal	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes organization chart	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes detailed budget or statement that no resources are needed	<input checked="" type="radio"/> Yes <input type="radio"/> No	
No apparent significant duplication with existing C/Is, per RAC review	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Sent to stakeholders for review and comment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent: 1/4/2021
Stakeholder comments sent to C/I director and response received	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent: 1/25/2021
No comments in 10 business days or comments are addressed	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If applicable, any issues raised by the Library Committee are resolved	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
If applicable, any issues noted by RAC are addressed	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	

The first round of comments was submitted by stakeholders on 1/5/2021. When the documents were sent to stakeholders for review is unclear. Three support letters but only one authority is listed as an oversight authority. What implication does it have for the importance of support letters?

For metrics, should the presentation at conferences be included? should there be white papers published since the work implies interaction with policies?

Approved by RAC and sent of Faculty Senate on 2/10/2021 as a Discussion item (for eventual vote).

Attach additional page(s) as needed to provide any suggestions for potential coordination among C/Is or any feedback toward improvement.

Center/Institute/Collaborative Unit (CICU) Registration Form

Name of CICU

Center for Professional Sales

The unit is proposed to be a:

- [Center or Institute](#)
 [Collaborative Unit](#)

Director of Center/Institute

LAST NAME	FIRST NAME	WSU ID #	E-MAIL	PHONE #
Pimentel	Ronald	9946057	ron.pimentel@wsu.edu	360-546-9788

What is the desired unit email address to be used (if different from above)?

Is this a new or existing WSU Center/Institute?

- New
 Existing

This C/I is a

- [College level C/I](#)
 [University level C/I](#)

Does this proposed unit have a current website address?

- Yes No

Website URL (please update to reflect accurate information):

<https://business.vancouver.wsu.edu/professional-sales>

What is your cost center number?

Where will the unit be administratively housed (e.g., college(s), Office of Research)

Area/College/Campus 1

CARSON COLLEGE OF BUSINESS

Area/College/Campus 2

WASHINGTON ST UNIV-VANCOUVER

Other participating areas/colleges/campuses (if applicable):

What is the **primary** mission of the proposed unit?

- [Research](#)
 [Teaching, Service, and/or Outreach](#)
 Both (uncommon – neither research nor teaching/service outreach is primary but both are equally weighted)

Preference for annual and five-year review due dates (please choose one):

- Annual report submission due August 1; five-year review submission due November 1
 Annual report submission due December 1; five-year review submission due March 1

Last 5-year Review Date (admin only)

month/day/year



Save Reporting Date

Mission statement, including specific goals (no more than a paragraph is expected):

The Professional sales program at WSU Vancouver was created in 2006. Since then, the program has developed a strong regional and national reputation, being recognized by the Sales Education Foundation (<https://salesfoundation.org/>) as one of the top universities for Professional Sales Education. Our students have consistently performed well at national sales competitions, including a first place at the prestigious NCSC competition in 2007. Student placement rates have been high and many of our students have enjoyed successful careers at prestigious employers. The program has generated many community sponsorships that have allowed us to offer (1-3, \$1,500 yearly) scholarships to our top students. Our alumni and community partners are highly engaged in numerous program activities such as guest speaker visits, participating as judges for our local sales competitions, hosting a table at our annual career fair in sales, hosting student job shadows and mentoring our students.

Recently, the hiring of two new faculty in Pullman with expertise in Professional Sales offers a unique opportunity to significantly increase the size of the program and promote cross-campus collaborations to improve the local and national recognition of the program. Thus, the primary mission of the center will be on outreach. Creating a Sales center will allow us to apply for membership of the University Sales Alliance, (<https://www.universitiesalescenteralliance.org/>), the national accreditation agency for sales programs. Ultimately, this should further enhance our regional and national reputation, leading to:

- 1) Advancing WSU's outreach mission by connecting students, faculty, and staff with the greater Pacific Northwest business community to create a more positive business environment.
- 2) Providing a vehicle through which we coordinate our cultivation and management of strategic partnerships with the local community across campuses.
- 3) Higher awareness and engagement of WSU students across Colleges and majors in the field of sales.
- 4) Advancing WSU's scholarly mission by generating additional funds to support high quality research in the field of sales and create unique research-based insights and critical thinking about business for business communities in the Pacific Northwest, ultimately enhancing our recognition among aspirational peers as a regular contributor of rigorous and influential research.
- 5) Attracting more PhD students interested in the field of sales and improving their placement at peer universities.

Our objective is to ultimately be recognized as the top sales program in the Pacific Northwest and be the first-choice for students considering a career in sales, as captured by the number of students in the program, number of sponsors to the program and sponsor contributions, and research output as measured by the number of sales-related publications by the faculty and PhD students involved in the program.

Brief description of major focus areas (100 words or less is expected):

The Sales Center at WSU will achieve three primary goals through its activities, with a primary focus on outreach to stakeholders:

- Partnership development and outreach: Create greater visibility of the WSU Sales program and CCB regionally and nationally by building strong relationships with regional organizations. The result will be increased donations and local sales community involvement through active engagement between Sales Center students, faculty and staff and our business partners.
- Promote our excellence in sales education: Promote internally and externally our world class sales education and facilitate connections between our pool of highly qualified and motivated young sales professionals with businesses in the Northwest and beyond.
- Develop leading sales research: Foster leading research in the area of sales and sales management that provides insight to leading sales organizations.

Keywords for major focus areas (list two to six):

sales education sales research professional selling experiential learning sales excellence

Value added by creation of the unit (consider all aspects of a land-grant university mission - no more than a paragraph is expected):

The Professional Sales Center priorities are well aligned with WSU's strategic goals and mission. Specifically, the center will contribute to the University's land-grant mission by:

Outreach, Extension, Service, and Engagement

The partnerships created by this community engagement should develop deep relationships and create recognition which generates support for the program. Partnerships are relatively easy to develop in the context of a sales program. A symbiotic relationship develops between the program and the companies that recruit the program's graduates, or have current employees trained. Having a recognized sales center enhances the credibility of the sales program allowing us to strengthen our partner relationships.

The sales program can assist businesses with a pool of talent from which to recruit "performance-ready" business professionals, decreasing training costs and increasing retention for all businesses, and benefiting small businesses that often do not have in-house training for sales personnel. The sales certificate program can provide sales training without requiring these employees to enter a degree-seeking program. Companies with more effective sales forces are more likely to grow and contribute to the local economy.

Promoting excellence in sales education

Role playing, sales competitions, and other exercises are key experiential learning experiences for the sales program, enhancing the quality of the undergraduate academic experience. Community-based learning experiences depend on partnering with professionals from the local business community for guest speakers, ride-alongs, role playing, internships, etc. By having a center, we will elevate visibility of the Professional Sales Program, thereby attracting more students from across Colleges and locations and increasing student engagement. The partnerships created by community engagement should develop deep relationships and create recognition which generates support for the program, allowing us to offer student scholarships and enhancing career opportunities for our students. The existence of a Center and a physical space signals prominence and will have an influential effect on students' choice to study the sales curriculum.

Contribute to research, innovation, and creativity

The sales center aims to promote and encourage high quality research in the areas of sales, sales management, and pedagogical and applied research that supports the sales program and aims to provide relevant insights for businesses and the sales profession. Having a mix of tenure and non-tenure track faculty allows the program to contribute insights that improve both sales practice and sales teaching performance and effectiveness. The sales center will generate resources to support this research and allow us to recruit PhD students to work in the area. Our applied research will also enhance our ability to highlight WSU's contributions to the business community. The additional resources will enhance our ability to pursue and retain and reward exceptional faculty and PhD talent interested in sales research. Other nationally recognized programs have sales centers. A sales center elevates our status among peer institutions.

Institutional Effectiveness and Infrastructure

The center will aspire to coordinate resources across campuses to create meaningful and engagement between students, faculty, staff, and the business community. It involves cross-campus collaborations among faculty and students, and aspires to communicate a consistent and coherent single image to the community in the Pacific Northwest. The integrated planning of current educational programs and research efforts, with opportunities and resources shared across the system, will allow us to offer a better experience to students across the system and strengthen the quality of our research efforts. Corporate sponsorships will also allow us to invest in cutting-edge supporting infrastructure and technologies to provide quality sales education. In essence, we aim to capitalize on potential synergies across campuses while acknowledging the unique characteristics and situation of each campus.

Associated members and their department/school affiliation:

Dr. Ron Pimentel (Scholarly Associate Professor of Marketing, Faculty Director - Professional Sales, Carson College of Business, WSU Vancouver)
 Dr. Alberto Sa Vinhas (Associate Professor of Marketing, Carson College of Business, WSU Vancouver)
 Dr. Bity Balducci (Assistant Professor of Marketing, Carson College of Business, WSU Pullman)
 Dr. Kevin Chase (Assistant Professor of Marketing, Carson College of Business, WSU Pullman)

Criteria for membership:

Any WSU faculty member or PhD student with research / teaching interests in the area of Professional Sales and Sales Management is welcome to be affiliated with the center. Affiliated members are expected to contribute to center activities, including active promotion of the program and involvement with the main stakeholders.

Does this CICU have an Advisory Board?

Yes No

Please list Board members:

An advisory board of advisors already exists for the Sales Program. A new board is being formed to advise us in the formation of the center and moving forward, comprising representatives of the current sponsors of the sales program and alumni of our sales program.

Are there external funding possibilities related to this CICU?

Yes No

Please list (be as specific as possible, e.g., listing example RFAs):

The Sales Program at WSU Vancouver has an established sponsor program and has received numerous sponsor contributions to the sales program over the last 10 years, with annual sponsor contributions frequently exceeding \$10,000. The creation of the sales center will enhance the program's regional and

national reputation, leading to an increase in contributions to the program that can be allocated to student support and scholarships, as well as research support to interested faculty. We also plan to attract a donation from a major sponsor for the creation of a "Named" sales center – following the lead of the most successful sales programs in the nation.

Does a similar unit exist within WSU?

Yes

No

Will the establishment of this unit impact the University Libraries beyond the impact already in place from the individual participating unit(s) (e.g., increased journal subscription needs)?

Yes

No

List specific [metrics](#) for evaluation and review (must be coordinated with goals and agreed upon by oversight authority/authorities; it is important that there be common themes to metrics across C/Is):

The program will gather information about the following KPIs and annually measure performance against these indicators:

- Number of students enrolled in Professional Sales Classes across campuses
- Number of students completing sales certificate requirements across campuses
- Number of contributing partners / sponsors
- Total partner / sponsor contributions
- Partner / sponsor retention
- Research publications that received grants and/or awards from the center
- Ranking as one of the top sales programs in the nation by the University Sales Alliance
- Number of PhD students working in the field of sales and PhD student placement

Please upload the most recent organization chart (include leadership structure, faculty, staff, and advisory units as applicable; be sure to include oversight authority/authorities):

Org Chart: [organization chart 2020.docx](#)

This attachment is part of the application document (see below).

Budget overview, showing revenue (e.g., central funding, endowments, external funding, indirect cost recovery, projected income from service centers, tuition) and expenses (e.g., salaries, tuition, equipment purchase and upkeep, licenses, operational expenses, outreach activities), with evidence of approval at the appropriate level. If the C/I includes service centers, a **description** of services and revenue and expenses **analysis**

Budget Overview (Note: You cannot edit this without re-uploading a new file): [Budget overview.docx](#)

This attachment is part of the application document (see below).

Support letter(s) from proposed line(s) of authority (e.g., Dean, Chancellor, VPR, Provost). In addition to providing support and rationale for the overall establishment of the C/I, the oversight authority/authorities must address approval of the allocated budget, if applicable, in the support letter.

Support Letter: [Center for Professional Sales Memo.pdf](#)

These attachments are part of the application document (see below).

Support Letter: [Dean's Letter of Support for Professional Sales Center.pdf](#)

Support Letter:

Created	Pimentel, Ronald on Jan 22, 2021,	Last	Pimentel, Ronald on Jan 22, 2021,
By	1:47:01 PM	Modified	1:47:01 PM
		By	

Oversight Authority/Authorities

Oversight Authority/Authorities Note: must be at the college Dean level or higher.

LAST NAME	FIRST NAME	WSU ID #	E-MAIL
Hunter	Larry	11494694	chip.hunter@wsu.edu
Christopher	Renny	11409073	renny.christopher@wsu.edu

Make Editable

December 3, 2020

Research and Arts Committee
Washington State University Faculty Senate

I write in support of the proposal for the creation of a Center for Professional Sales at the Carson College of Business. The proposal has its roots in the successful sales program on the Vancouver campus. This program has developed a strong presence in the Vancouver/Portland metro area over the last decade through strategic partnerships with the business community. The center is a natural next step in the development of a nationally prominent sales program for the college, and will enable us to capitalize on the reputation of the program by serving the needs of students across campuses and the business community in the Pacific Northwest. Its establishment will also allow us to apply for membership in the University Sales Alliance, the recognized accreditor for the nation's top sales programs.

The center will build upon the success of the current, popular Sales Certificate to allow WSU students more access to innovative research and contemporary practice, hallmarks of what will be a world-class business education. Further, the center will enable opportunities to pursue rigorous scholarly research with application to the sales domain, enhancing WSU's reputation with peers and aspirants. The center will also lead in bringing research-based insight to the business community of the Pacific Northwest, and catalyze collaboration between WSU students, faculty, and staff and the greater business community. Each aspect of the center's mission is tightly aligned with the strategic plans of the Carson College and WSU.

Sales Centers are common among leading business schools, and the establishment of this center in the Carson College signals our commitment to high-quality sales education and research. The center's success will further enhance our regional and national reputation, attracting attention from more prospective students with benefits to multiple campuses. We also expect that the engagement of the center with the community will yield financial contributions through gifts and grants.

No additional resources are necessary to create the Center beyond the current resources allocated to supporting our program activities. Four energetic faculty members at the Vancouver and Pullman campuses are highly committed to supporting the activities of the sales program and launching the Sales Center. We have also identified two allocated spaces in Vancouver and Pullman that can be used to support Center activities. The proposed center will provide an innovative vehicle through which we can manage funds raised through strategic partnerships in a coordinated way across campuses.

Given the success of the Sales Program to date, I am confident that the Center for Professional Sales will follow suit and enable the Carson College of Business to strengthen its reputation in sales excellence among our aspirational peers and the Pacific Northwest business community.

Yours sincerely,



Larry W. (Chip) Hunter
Dean

MEMORANDUM

TO: Research and Arts Committee, Washington State University Faculty Senate
FROM: Renny Christopher, Vice Chancellor of Academic Affairs 
DATE: September 30, 2020
SUBJECT: Support for the creation of a Center for Professional Sales

I am writing in support of the proposal for the creation of a Center for Professional Sales, to be administratively housed on the Vancouver campus.

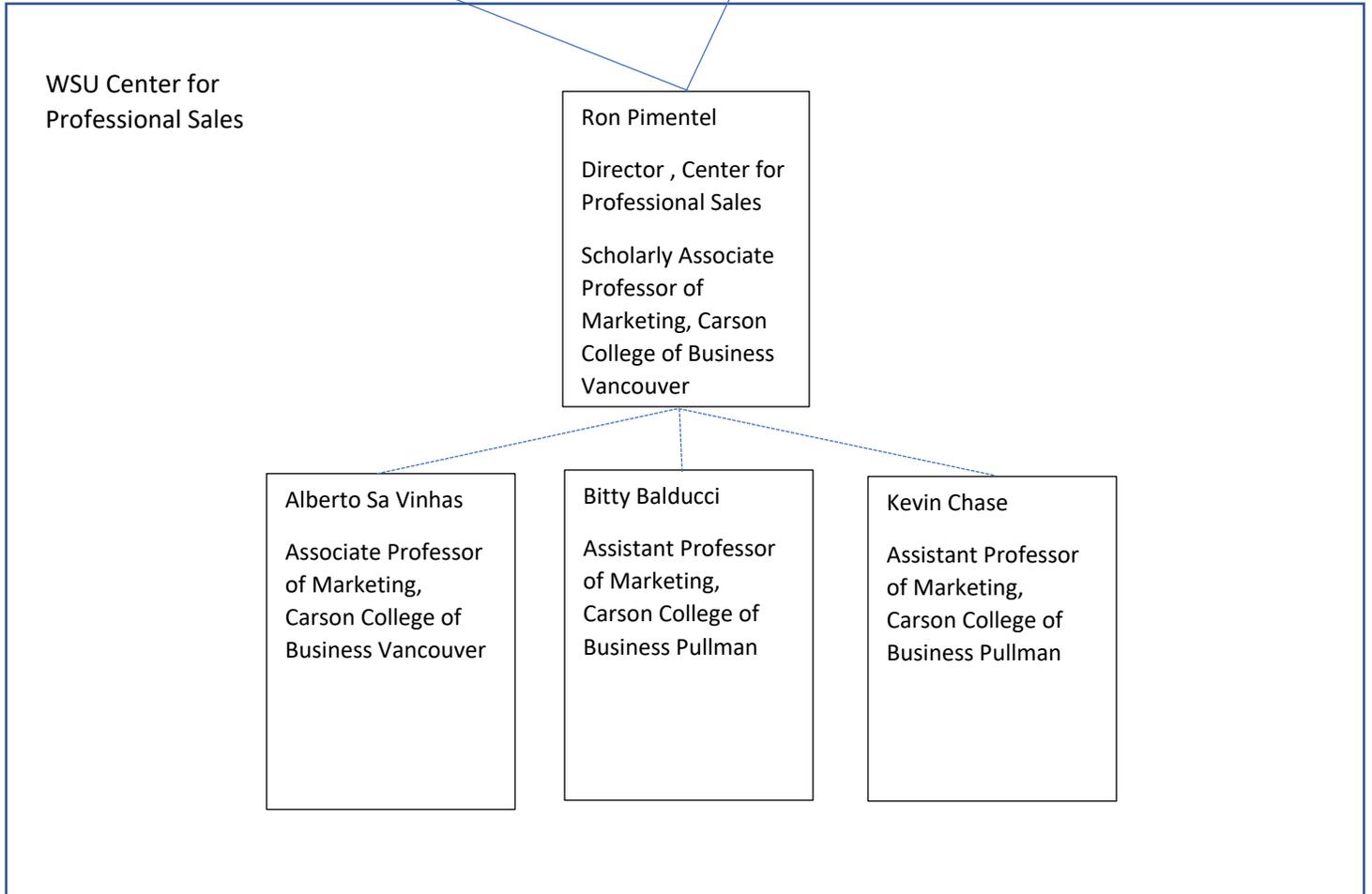
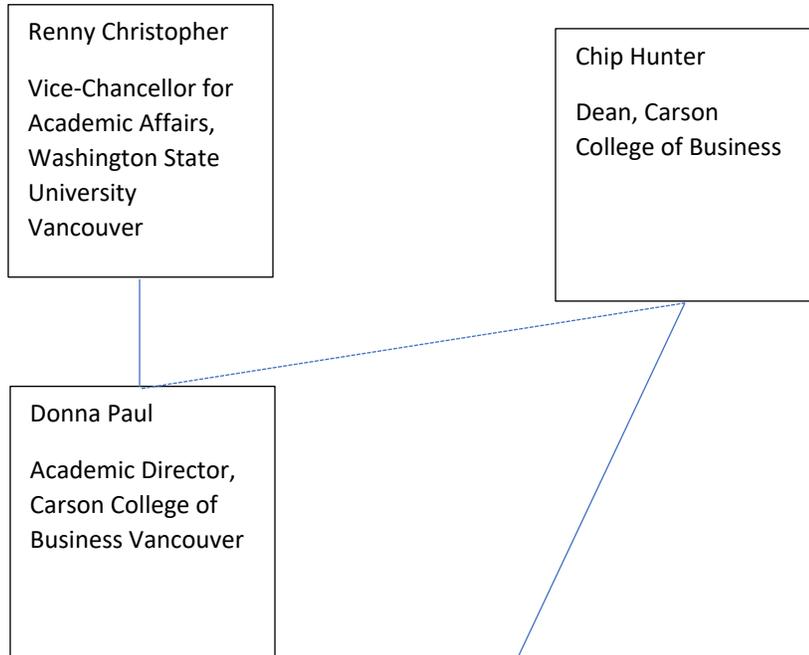
The Professional Sales program at WSU Vancouver was created in 2006 and has been very successful in terms of student interest, placement, community involvement and generating program sponsorships. The program offers a Certificate in Professional Sales. The recent hiring of two new faculty in Pullman with expertise in Professional Sales offers a unique opportunity to promote cross-campus collaborations to improve regional and national recognition of the program.

The Professional Sales Center priorities, as defined in the proposal, are well aligned with WSU's strategic goals and mission. Having a Center will elevate the visibility of the Professional Sales Program at WSU, thereby attracting more students from across Colleges and locations to the Certificate program and increasing student engagement. The program has developed close relationships with the local business community and there is significant demand for our students. Having a recognized sales center will enhance the credibility of the sales program, allowing us to strengthen our partner relationships and likely leading to increased community support. This will increase our ability to offer student scholarships and enhance career opportunities for our graduates. The Professional Sales Center will also likely generate resources to support research of relevance to the business community in the Pacific Northwest, elevating our status among peer institutions. Finally, this Center is a great opportunity to capitalize on cross-campus synergies to create meaningful engagement among students, faculty, staff, and the business community, while acknowledging the unique characteristics and situation of each campus. We have a strong program in Vancouver and now have the possibility to better serve our students across campuses, meet community needs, and enhance our reputation in the Pacific Northwest.

In terms of resources, we have two faculty in the College of Business in Vancouver dedicated to teaching in the program. They have developed close relationships with the business community over the years. Under their leadership, the program has achieved national recognition in professional sales competitions. The sales program has been successful in fundraising to support its activities; the creation of the Center should enhance that success. I don't expect the Center to require additional resources from our campus, beyond the current resources allocated to the program.

The establishment of the center will not require additional university resources. The Carson College of Business already has four faculty associated with the sales program (three tenure-track and one non-tenure track) and no additional faculty are needed to support expected educational and research needs. The center should be self-sufficient and funded by sponsor donations.

Organization chart



CICU Form Comments



Name	Comment	Submitted
Wolf, Melanie Angela	No Comment	2/9/21, 1:35 PM
Trevisan, Michael Steven	There's alot to like in this center proposal. It meets unit, campuses, and university strategic priorities. There are resources in place. My one recommendation is to perhaps to consider resources needed within the next 5 years, to grow the program. Support staff help, comes to mind. I suspect there are other things that could help centers like this. Beyond that, I enthusiastically support the center. The center idea dovetails nicely with the WSU land-grant mission.	2/9/21, 3:08 PM

Close

RAC Checklist for Establishing a New Center/Institute

Name of Center/Institute: Center for Professional Sales
 Director of Center/Institute: Ronald Pimentel
 Oversight Authority/Authorities: Carson College of Business

Reviewer from RAC: Kira Carbonneau

Criterion:	Criterion Met:	Notes:
Request form to establish a C/I completed	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date received: 1/22/21
Request form reviewed and approved by all oversight authorities with approval letter(s)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Clearly identifies oversight authority, which appears appropriate given the proposal	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes organization chart	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes detailed budget or statement that no resources are needed	<input checked="" type="radio"/> Yes <input type="radio"/> No	
No apparent significant duplication with existing C/Is, per RAC review	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Sent to stakeholders for review and comment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent: 2/20/21
Stakeholder comments sent to C/I director and response received Not applicable	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent: Not applicable
No comments in 10 business days or comments are addressed	<input checked="" type="radio"/> Yes <input type="radio"/> No	NA not comments really needed to be addressed. 🚩
If applicable, any issues raised by the Library Committee are resolved	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
If applicable, any issues noted by RAC are addressed	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	

Notes: Support letters and stakeholder comment all are in favor of center- no duplication and good alignment to WSU mission.

Approved by RAC and sent of Faculty Senate on 3/25/21 as a Discussion item (for eventual vote).

Attach additional page(s) as needed to provide any suggestions for potential coordination among C/Is or any feedback toward improvement.

RAC Checklist for Establishing a New Center/Institute

Name of Center/Institute: WSU Center for Professional Sales

Director of Center/Institute: Ron Pimentel

Oversight Authority/Authorities: Larry Hunter, Renny Christopher

Reviewer from RAC: Nikayla Strauss

Criterion:	Criterion Met:	Notes:
Request form to establish a C/I completed	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date received: 2/9/21
Request form reviewed and approved by all oversight authorities with approval letter(s)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Clearly identifies oversight authority, which appears appropriate given the proposal	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes organization chart	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Includes detailed budget or statement that no resources are needed	<input checked="" type="radio"/> Yes <input type="radio"/> No	Statement included but more details would be better
No apparent significant duplication with existing C/Is, per RAC review	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Sent to stakeholders for review and comment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent: 2/9/21
Stakeholder comments sent to C/I director and response received Not applicable	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date sent:
No comments in 10 business days or comments are addressed Not applicable	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If applicable, any issues raised by the Library Committee are resolved	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
If applicable, any issues noted by RAC are addressed	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	

Notes: Stakeholder comments were not addressed but the RAC decided that was not necessary.

Approved by RAC and sent of Faculty Senate on 3/10/21 as a Discussion item (for eventual vote).

Attach additional page(s) as needed to provide any suggestions for potential coordination among C/Is or any feedback toward improvement.

Notice of Intent to Rename an Academic Program, Department, or College

Name of unit: Elson S. Floyd College of Medicine, Department of Biomedical Sciences

Proposed new name of unit: Elson S. Floyd College of Medicine, Department of Translational Medicine and Physiology

Justification for proposed name change: Two independent factors contributed the initiative to rename the department of Biomedical Sciences. First, it came to our attention that the term “Basic Sciences” was being proposed as a name for an integrated graduate program in the College of Veterinary Medicine (currently Veterinary Sciences). We, as a faculty, were not opposed to the proposal to apply this name to the graduate program but recognized that, when adopted, the new name (Biomedical Sciences) could cause confusion as to the affiliation of the graduate program, which belongs to the College of Veterinary Medicine, not to the Department of Biomedical Sciences. As Biomedical Sciences is a very general name, it is a good choice for a graduate program that aspires to integrate several different life science disciplines. On the other hand, it does not define or describe our department very well. This led to the second factor influencing this proposal for a departmental name change.

In an effort to better define our department, the faculty undertook an internal discussion to articulate the central themes of the scholarship in the department and, very importantly, our aspirations for the future. That is, what distinguishes the department of Biomedical Sciences from similar units at WSU and what direction do we want to pursue going forward that will distinguish us as a department, further the mission of the College of Medicine, and add maximal value to WSU. It was noted that the department is not defined by any scientific discipline and currently contains scientists working in areas of neuroscience, cancer biology, immunology, and reproduction. We have faculty conducting research at the level of cell and molecular biology and at the level of organ systems and whole animals. We have faculty using cell culture systems, model systems such as *Drosophila* and *C. elegans*, animal models and translational work in humans. Since there is no single research area that describes the department and no single system in which the faculty work, we sought to identify other common threads and attributes. After much discussion it seems that the concept of research translation to clinical application was a current attribute, and a key aspiration, of research in the department. The aspirational aspect was emphasized as the faculty felt that being the first, and currently only, foundational research department in the new College of Medicine, that our research should acknowledge our roots in medicine, and we should aspire to translate our work from the bench to the bedside. Thus, the descriptor “Translational Medicine” was adopted.

Likewise, the actual work of faculty could largely be captured by the broad term “Physiology”. Even with translation in mind, much of the research produced by the department adds to the body of basic research in the medical sciences. We wanted to capture this reality in our name as well. These words were then assembled into our proposed name and agreed upon by a vote of the faculty.

The thought process that informs our discussion of the department name also influences other planning work in the department. We are currently having a conversation about a future graduate program and what unique features it may incorporate to add value and diversity to WSU offerings. Again, the goal of translation was prioritized. We have discussed the idea of including clinicians in some capacity on thesis committees, to inform graduate student projects as to their relevance to medicine and their translational potential. We have also discussed possible short apprenticeships for graduate students in clinical settings relevant to their project area. These types of activities anchor the graduate program to the goal of emphasizing translational research and preparing graduate students for careers in the medical life science sector. Such a program is much more aligned with our proposed new name than our current name and provides an example of why we are invested in the name change for our department.

Describe process used to arrive at new name, including consultations with faculty and other potentially affected units: As described above, the department faculty brain-stormed terms that would define or characterize the work of the department, both current and future. The terms and phrases proposed were put together in various combinations and discussed. The best names were listed, and faculty were asked to vote on the one they thought best described the department. The majority vote was for the name “Translational Medicine and Physiology”. The department chair of Biomedical Sciences discussed the voted upon name with the other department chairs in the College of Medicine and with the Dean, who also agreed with and approved the proposed name.

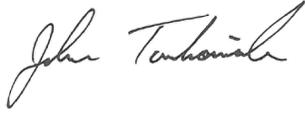
List any and all objections raised during consultations to proposed new name and provide responses to each. If none, enter "None": There were no objections raised to the proposed name by anyone within department or by any of the other department chairs. The process of choosing the new name was a thoughtful and inclusive one.

Desired effective date (semester, calendar year) Our original proposed timeline for the effective date of the change was to be January 1, 2021. As this date has passed, we would like to change the name as soon as possible in 2021.

Name of person submitting this Notice: This proposal was originally submitted by Marcos Frank, in his role as chair of Biomedical Sciences. This updated proposal is being submitted by Ken Roberts, the new chair of Biomedical Sciences.

Date submitted: 01.26.21

Electronic signature of dean of sponsoring college

A handwritten signature in black ink, appearing to read "John Tomkowiak". The signature is written in a cursive style with a large initial "J".

John Tomkowiak, MD, MOL
Founding Dean

Date signed: 01.26.21

Submit completed form to Office of the Provost and Executive Vice President at
provost.deg.changes@wsu.edu .