“Clinical and Translational Sciences” Program Bylaws
Department of Veterinary Clinical Sciences
Washington State University
Administrative Home: College of Veterinary Medicine

Last Revised – by Graduate Studies Committee March 2017

I. Objectives

A. Degrees offered: (PhD, MS)

B. Discipline: Clinical Studies, Translational Science, Population Health, Public Health

C. Mission of the Program: Enable students to develop skills to be effective researchers within the disciplines represented by Clinical and Translational Sciences.

D. Career Outcomes: Graduates are prepared to secure highly competitive positions in academia, private specialty practice, industry and government.

II. Membership

A. Graduate studies in Clinical and Translational Sciences are inherently cross disciplinary therefore Graduate Faculty members are drawn from within the College of Veterinary Medicine (CVM), primarily from the department of Veterinary Clinical Sciences but also from departments and schools within CVM as well as faculty from other WSU colleges with appropriate expertise. Qualifying Clinical and Translational Sciences graduate faculty include WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document. Our current Graduate Faculty membership (designated as “Initial Program Faculty) is listed in Section XI of this document. Faculty subsequently added to the Graduate Faculty will follow procedures outlined in Section IIB (below).

1. WSU Campus Participation

   a. The MS and PhD degrees in Clinical and Translational Sciences are offered through the Pullman campus of Washington State University. Approved tenured, tenure track, and clinical track faculty from Veterinary Clinical Science and affiliated departments within CVM and other WSU colleges may contribute to support this program.

   b. Approved faculty at all urban campuses, agricultural research and extension centers, and other affiliated university sites may participate equally in the Clinical and Translational Sciences program as
supporting site graduate faculty with full program rights and responsibilities. As such they are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; supervise research; and act as a program director or committee member.

2. Graduate Faculty Participation
   a. Graduate Faculty participation in Clinical and Translational Sciences is independent and separate from academic department, school, or college affiliations.
   b. All active members of the Graduate Faculty of Clinical and Translational Sciences are eligible to vote on program issues.

3. Disciplinary Expertise
   PhD Graduate Faculty in Clinical and Translational Sciences are required to have a PhD or equivalent doctoral research degree. Faculty with a clinical doctoral degree and a documented record of research excellence in a field related to Clinical and Translational Sciences, Population Health, or Public Health may be approved as graduate faculty on a case-by-case basis by submitting an exception to policy request and current CV to the Dean of the Graduate School.

   MS Graduate Faculty in Clinical and Translational Sciences are required to have PhD, MS or equivalent doctoral or master-level research degree. Faculty with a clinical doctoral degree and a documented record of research excellence in a field related to Clinical and Translational Sciences, Population Health, or Public Health may be approved as graduate faculty on a case-by-case basis by submitting an exception to policy request and current CV to the Dean of the Graduate School.

   In addition, for both PhD and MS faculty, they must have demonstrated disciplinary expertise in a field related to Clinical and Translational Sciences as well as interest and experience in mentoring and teaching of graduate students in this field.

4. Active Research Appropriate to Clinical and Translational Sciences

   Clinical and Translational Sciences Graduate Faculty must be actively involved in research and graduate level teaching related to the discipline as evidenced by external grant or contract support within the last 5 years, and/or related peer-reviewed publications within the last 5 years, and/or graduate student mentoring within the last 5 years. Evidence of teaching of relevant graduate level courses or other relevant professional accomplishments are desired though not required.
5. Non-Tenure Track Graduate Faculty
   a. Internal to WSU
      Non-tenure track faculty (research, clinical, affiliate faculty internal to
      WSU may fully participate as Graduate Faculty in Clinical and
      Translational Sciences. This includes acting as chair, co-chair or
      member of graduate student committees; teach graduate courses; and
      supervise research. The standards for participating in the graduate
      program are identical to those outlined in section II, parts 3 and 4.

   b. External to WSU
      Professionals and Academics who are not WSU faculty may be
      granted Graduate Faculty participation within Clinical and
      Translational Sciences if they are first officially approved as adjunct
      faculty for WSU. They must hold either a MS or PhD (or equivalent
      degrees) as appropriate. Adjunct faculty who are approved as active
      Clinical and Translational Sciences Graduate Faculty are entitled to act
      as a member of graduate student committees or co-chair a committee
      with an active member of the Clinical and Translational Sciences
      Graduate Faculty; teach graduate courses; and supervise research.
      They may not serve as student committee chair; Program Director; or
      as a member of the Clinical and Translational Sciences Graduate
      Training Committee.

6. Inclusion of faculty not formally affiliated with Clinical and Translational
   Sciences Graduate Faculty as members of graduate program committees
   a. Individual Committee Member as WSU Faculty: Individuals not
      officially participating as Graduate Faculty within Clinical and
      Translational Sciences (for example, a faculty member from another
      WSU department or program) may serve on graduate committees as
      long as they are a member of the Graduate Faculty in their own
      program or discipline and their committee appointment is approved
      by the Program Coordinator of Clinical and Translational Sciences
      Graduate Program.

   b. Individual Committee Member External to WSU: Individuals not
      officially participating as Graduate Faculty within any graduate
      program at WSU (for example, a faculty member from another
      university, research entity, or professional) may be approved to serve
      as a committee member for an individual student (PhD or MS) on a
      case-by-case basis. The committee chair for that student should
      forward the name and a curriculum vitae of the desired committee
      member to the Clinical and Translational Sciences Program
      Coordinator. With approval of the Program Coordinator, the
      nomination (with accompanying CV or other documentation of
expertise) is forwarded to the Chair of the Department, and subsequently the Dean of the Graduate School for final approval. Their role as a committee member is to provide additional and important expertise for the student’s program and this committee member is accessory to the required structure of the committee as defined by WSU and Clinical and Translational Sciences (Section VI).

B. Application for Membership

1. Initial members of the Clinical and Translational Sciences Graduate Faculty are listed in Section XI of this document. Initial membership was based on current and recent activity in the existing program and approved by the Clinical and Translational Sciences Graduate Program Coordinator, the Chair of the Department, and Dean of the Graduate School.

2. Candidates for Graduate Faculty participation in Clinical and Translational Sciences are ordinarily nominated by an existing Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination, and a curriculum vitae for the nominee. The Program Coordinator will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of faculty who vote.

3. In addition to a commitment to maintain the highest standards of mentoring for graduate students, anticipated contributions or qualifications for all successful Graduate Faculty applicants include one or more of the following:

   a. History (within 5-years) or reasonable expectation of an active, funded research program that can be relied upon as the source of continuing support of a Clinical and Translational Sciences graduate student.

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

   c. Current history (within 5-years) of peer-reviewed publications in a discipline related to Clinical and Translational Sciences and consistent with applicant’s discipline.

C. Continuation of Active Membership
1. Graduate Faculty appointments to Clinical and Translational Sciences will be reviewed for continuation of active membership by the Program Coordinator. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the Clinical and Translational Sciences program shall be a requirement for continued active membership. Contribution will take the form of:

   a. Chair, co-chair or member of a graduate student committee in Clinical and Translational Sciences graduate program.
   b. Teaching or co-teaching a graduate course in Clinical and Translational Sciences graduate program.
   c. Supervising or collaborating on research for graduate students in Clinical and Translational Sciences graduate program.
   d. Serving as a member of a committee involved in administering the Clinical and Translational Sciences graduate program.
   e. Continued research program activity demonstrated by peer-review publications and funding.

2. Faculty who do not make any of the contributions as stated in C.1 above to the Clinical and Translational Sciences graduate program for three consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights for issues associated with the graduate program. Initiation of any of these activities described in C.1 above and a request to the Program Coordinator will result in restoration of active Graduate Faculty designation.

   E. Discontinuation of Membership
   Upon request of an active or inactive Graduate Faculty member, that individual’s membership will be discontinued. If that individual’s research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time. In addition, Faculty designated as Inactive for two years will be removed from the graduate faculty list.

   F. Membership Appeal Process
   Faculty appeal of any membership decision in Clinical and Translational Sciences must be made in writing to the Program Coordinator of Clinical and Translational Sciences within 30 calendar days of the decision. The appeal is evaluated and determined by a majority vote of all Veterinary Biocience Graduate Faculty (see Section IX for definition of quorum). A final written appeal and determination may be made to the Dean of the Graduate School within 30 calendar days of the Clinical and Translational Sciences Graduate Faculty vote.

III. Administration
Administration of the program and its activities is vested in the Program Coordinator with advice from the Clinical and Translational Sciences Graduate Studies Committee and Graduate Faculty.

IV. Graduate Program Coordinator

A. The Program Coordinator of the Clinical and Translational Sciences Graduate program will be nominated by the Clinical and Translational Sciences Graduate Studies Committee and accepted by majority vote of the active Graduate Faculty. Final approval of the Program Coordinator resides with the Department Chair and Dean of the College of Veterinary Medicine.

B. The Coordinator shall serve a term of 4 years and is eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the department chair and College dean as described in IV.A above.

C. The Coordinator may be removed from office by a majority vote of all active Clinical and Translational Sciences Graduate Faculty and with the approval of the department chair and dean as described in IV.A above.

D. Duties of the Coordinator

1. Provide overall academic leadership for Clinical and Translational Sciences Graduate Program
2. Develop and implement policies for Clinical and Translational Sciences Graduate Program in consultation with the Graduate Training Committee.
3. Represent the interests of Clinical and Translational Sciences Graduate Program to the college (iPBS), campus and University administrators.
4. Call and preside at meetings of the Clinical and Translational Sciences Graduate Training Committee and Graduate Faculty.
5. Be responsible for coordinating all Clinical and Translational Sciences Graduate Program administrative matters within the Graduate School.
6. Submit course or curriculum change or approval forms relative to the Graduate Program.
7. Annually, review program by-laws and propose (as necessary) and submit bylaw changes or approval forms.
8. Be responsible for the accuracy of all publications related to Clinical and Translational Sciences Graduate Program including web pages and catalog copy.
9. Coordinate Clinical and Translational Sciences graduate course teaching assignments with relevant department chairs.
10. Annually, evaluate all Graduate Faculty member’s participation in the program and develop a report describing active-inactive-removal status and submit report to the Clinical and Translational Sciences Graduate Studies Committee, Graduate Faculty, Department Chair, and College Dean.
11. Annually, update the Graduate Program’s assessment plan and conduct the evaluation. This evaluation needs to be presented and approved by the Graduate Faculty and submitted to WSU Graduate School.

V. Committees

A. Graduate Studies Committee
Advises and assists the Coordinator in administering Clinical and Translational Sciences Graduate Program by assisting with recruitment, admission, and curriculum.

The Graduate Studies Committee is chaired by the Program Coordinator and is composed of at least four members of the Graduate Faculty and a representative from the House Officer Committee. Each member has a term of four years. Annually, a new member is nominated to the committee and approved by the majority of voting Graduate Faculty.

1. Areas in which the Faculty Committee shall assist and advise the Coordinator include:
   a. Review, develop and update long-range goals for Clinical and Translational Sciences and plans for their attainment. These goals shall be updated annually.
   b. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
   c. Provide guidance on administration of the Program.
   d. Propose and nominate members for service on other ad hoc committees.
   e. Assist with Clinical and Translational Sciences program assessment processes.
   f. Develop an annual recruitment plan, set goals, implement and assess the plan.
   g. Review all student applications and in conjunction with the Coordinator, decide the disposition of applications as to acceptance or rejection in a timely manner.
   h. Review and approve all Plans of Study prior to submission to the graduate school.
   i. Make recommendations for curricular improvements/renewal.

2. Other Committees
Ad hoc committees may be appointed by the Graduate Studies Committee and Coordinator as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

VI. Graduate Student Committees

A. The initial selection, or subsequent changes, of a graduate student’s committee shall be determined jointly by the student and the student’s advisor. No change in the graduate student’s committee may occur without consultation first between the student and the student’s advisor. This consultation may be facilitated by the Department Chair or
Graduate Program coordinator when requested. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

B. The graduate committee of each student shall have a minimum of three members. The committee chair for the Ph.D., and the M.S. degrees must be an active member of the Clinical and Translational Sciences Graduate Faculty. In the event that committee members are related or have a personal relationship (e.g. married), the student will be informed of the potential conflict of interest. In this situation, the student’s committee shall have a minimum of four members.

1. The PhD committee chair is a member of the Clinical and Translational Sciences Graduate Faculty and may be either tenure-track or non-tenure track WSU faculty. In all cases, two members of a doctoral committee must be WSU tenure/tenure-track faculty who are members of the graduate faculty of the student’s program. All committee members must hold a PhD degree or comparable research degree. Faculty with a professional clinical degree and evidence of a productive research program approved by the Dean of the Graduate School to be members of the PhD graduate faculty may also serve on a doctoral committee. Faculty in the latter category may also chair or co-chair a PhD committee if they have served on previous successful PhD committees and are approved by the Dean of the Graduate School to serve in those capacities. Additional members may be included on the committee as Graduate Faculty from other WSU graduate programs. Other members external to WSU may be included on graduate student committees with permission from the Dean of the WSU graduate school.

2. The MS committee chair is member of the Clinical and Translational Sciences Graduate Faculty and may be either tenure-track or non-tenure track WSU faculty. In all cases, one members of a MS committee must be WSU tenure/tenure-track faculty who is a member of the graduate faculty of the student's program. All committee members must hold a MS or PhD or comparable research degree. Faculty with a professional clinical degree and evidence of a productive research program approved by the Dean of the Graduate School to be members of the MS graduate faculty may also serve on a masters committee. Faculty in the latter category may also chair or co-chair a MS committee if they have served on previous successful PhD or MS committees and are approved by the Dean of the Graduate School to serve in those capacities. Additional members may be included on the committee as Graduate Faculty from other WSU graduate programs. Other members external to WSU may be included on graduate student committees with permission from the Dean of the WSU graduate school.

3. As specified in the Graduate School’s Policies and Procedures, the performance of each graduate student shall be reviewed annually by the Graduate Studies Committee, the committee chair, and the committee members. The evaluation shall be initiated by the Graduate Study committee and student’s committee chair.
4. As mentioned previously, all graduate student committee members should hold a degree of comparable level to the degree sought by the candidate. Exceptions to this requirement will be made for members with professional clinical degrees and evidence of active research programs.

VII. Student Representatives

At the discretion of the Clinical and Translational Sciences Program Coordinator and Faculty, student representation may be added or deleted from any administrative committee for the graduate program. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

VIII. Graduate Faculty Meetings

A. The Clinical and Translational Sciences Program Coordinator shall initiate Graduate Studies Committee and Graduate Faculty meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda in advance.

B. Other meetings may be called at the discretion of the Program Coordinator or Chair of the Department.

C. A special meeting of Clinical and Translational Sciences Graduate Faculty may be called by petition of 5 or more Graduate Faculty members.

D. Items of interest, including notification of a faculty meeting, will be communicated to the faculty via e-mail. General Clinical and Translational Sciences Graduate Faculty Meetings shall be called with a minimum of 5 working day notice.

E. Faculty not present on the Pullman campus at the time of a general Clinical and Translational Sciences Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

IX. Quorum

A. For all general graduate faculty meetings and votes, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Program membership.

B. For programmatic committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.
C. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.

D. In the event of a tie vote in which the entire graduate faculty is eligible to vote, the Program Coordinator will decide the outcome of the vote. For tie votes that occur within programmatic committees, the committee chair will decide the outcome of the vote.

X. Amendments to Program Bylaws

A. The Program Bylaws document shall be reviewed at least every five years by the Clinical and Translational Sciences Graduate Faculty and annually by the Coordinator.

B. Amendments to the Bylaws may originate from any eligible Clinical and Translational Sciences Graduate Faculty member. Proposed amendments must be forwarded to the Clinical and Translational Sciences Program Coordinator. Amendments shall be forwarded to the Clinical and Translational Sciences Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 2 week period will follow prior to the meeting in which the faculty vote. Votes on amendments may occur at a graduate faculty meeting or electronically. Amendments to the Clinical and Translational Sciences Bylaws require a positive vote from the majority of all active Clinical and Translational Sciences Graduate Faculty.

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

XI. List of Initial Graduate Faculty Participants

A. List of initial Clinical and Translational Sciences Graduate Faculty: Current participation in our graduate program (active as chair or member of student committee) or recent participation in a completed graduate program (2012-2016). Names with asterisk are non-VCS faculty on current student committees (some are chair of the committee).

M.S. Degree

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<tr>
<th>George Barrington</th>
<th>Boel Fransson</th>
<th>John Mattoon</th>
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<td>Thomas Besser*</td>
<td>Lawrence Fox</td>
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<td>O. Lynne Nelson</td>
<td>Jennifer Slovak</td>
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<td>Julie Cary</td>
<td>Steven Greene</td>
<td>Tina Owen</td>
<td>Cleverson Souza</td>
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<td>Annie Chen-Allen</td>
<td>Tammy Grubb</td>
<td>James Pru*</td>
<td>Ahmed Tibary</td>
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<td>Michael Court</td>
<td>Ram Kasimanickam</td>
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<td>William Dernell</td>
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<td>Josh Ramsay*</td>
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<td>William Dernell</td>
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**B.** The Coordinator of the Clinical and Translational Sciences Graduate Program is responsible for submitting an updated list of active and inactive Clinical and Translational Sciences Graduate Faculty participants to the Dean of the Graduate School for annual approval.