I. Objectives

A. Degrees offered: M.S.

B. Discipline: Electrical Engineering (EE)

C. Mission of the Program: The purpose of the EE program at WSU Vancouver is to develop students that:
   1. Have depth of knowledge in a particular field or subfield of their discipline so that they are recognized as experts in that field.
   2. Have the ability to formulate and execute a research plan, including generating and analyzing research results.
   3. Are able to communicate effectively through oral presentations and publications.
   4. Pursue professional development to meet the challenging demands and increasing responsibilities of a successful career.

II. Membership

A. Graduate Faculty Description
   Graduate Faculty within the EE program may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document. Graduate Faculty designated as “Initial Program Faculty” (listed in Section XI of this document) will be approved when new or revised bylaws are approved by the Faculty Senate process. Graduate Faculty subsequently added to the program via the process outlined in section B below are approved by the Graduate School on an annual basis.

   1. WSU Campus Participation

   The M.S. degree in Electrical Engineering is offered through the Vancouver campus of Washington State University as formerly approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State or by the current program approval process. Graduate Faculty participation in the MS EE program is independent and separate from academic department, school or college affiliations. All active members of the Graduate Faculty of EE are eligible to vote on program issues.

   2. Graduate Faculty Participation
a. All tenured and tenure-track faculty appointed to the School of Engineering and Computer Science (ENCS) are given automatic Graduate Faculty status by the EE Graduate Studies Committee (GSC). 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.
b. Non-tenure track EE faculty are not allowed to have Graduate Faculty status except as approved by the EE GSC on a case-by-case basis. This includes Adjunct, Affiliate, and Clinical faculty, as defined in section II.5 below.
c. EE Emeritus Faculty are not allowed to have Graduate Faculty status except as approved by the EE GSC on a case-by-case basis.

3. Disciplinary Expertise
   Graduate Faculty within EE are expected to have a PhD or equivalent degree in a field related to EE. In addition, they must have demonstrated disciplinary expertise in a field related to EE, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments. All committee members must hold a degree of comparable level to the degree sought by the candidate.

4. Active Research Appropriate to EE
   EE Graduate Faculty must be actively involved in research and graduate level teaching related to EE as evidenced by recent external grant or contract support, related peer-reviewed publications within the last 5 years, graduate student mentoring within the last 5 years, teaching of relevant graduate level courses, or other relevant professional accomplishments.

5. Non-Tenure Track Graduate Faculty
   a. Internal to WSU
      Definitions as taken from the University Faculty Manual:
      i. Adjunct Faculty: Adjunct Faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct Faculty provide various types of service/teaching within individual colleges according to established criteria and may serve on graduate committees.
      ii. Affiliate Faculty: Affiliate Faculty are comparable to an adjunct appointment except that the person already is a WSU employee (faculty, administrative/professional) and has been invited to serve in a faculty role in a program other than the one paying his/her salary. Affiliate faculty are appointed on an unpaid, usually part-time basis to a department other than their home department at WSU for limited, renewable terms.
iii. Clinical Faculty: Clinical Faculty are faculty whose primary responsibilities are clinical supervision and/or clinical instruction. These are persons qualified by training, experience or education to direct or participate in specialized university functions, which are defined within the college making the appointment and approved by the Office of the Provost.

b. External to WSU
   Professionals who are not WSU faculty may be granted Graduate Faculty participation within EE if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active EE Graduate Faculty are entitled to act as a member of graduate student committees; and teach graduate courses. They may not serve as student committee chair; Program Director; or as an EE Program (i.e. Executive, Admissions, Curriculum) committee member.

6. External Individual Committee Members
   a. Individual Committee Member Internal to WSU: Individuals not officially participating as Graduate Faculty within EE Program (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 EE GSC.

   b. Individual Committee Member External to WSU: Non-WSU, external persons may serve as a committee member for an individual student on a case-by-case basis. The committee chair for that student should nominate the desired committee member to the EE GSC. The nomination should include a curriculum vita for the desired member and a letter explaining the nomination. Acceptance requires a positive vote from a majority of GSC members attending the meeting. With approval of the GSC, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty
   Initial Graduate Faculty listed in Section XI of this document will be approved when new or revised bylaws are approved by the Faculty Senate process.

2. Process for Candidate Participation
   Candidates applying for Graduate Faculty status should be nominated by an existing EE Graduate Faculty member, or they may self-nominate. The
nomination should include a letter of nomination and a curriculum vita for the
nominee, to be discussed at a EE GSC meeting. Acceptance requires a
positive vote from a majority of GSC members attending the meeting.

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

   a. History or reasonable expectation of an active, funded research
      program that can plausibly be relied upon as the source of continuing
      support of a graduate student.
   
   b. History of or willingness to participate as appropriate in
      administrative, teaching, and other functions of the EE graduate
      program. This may include serving on graduate program
      administrative committees; serving as a thesis or dissertation
      committee member or chair; or providing graduate level instruction.
   
   c. History of publication of peer-reviewed manuscripts in an area related
to EE.

C. Continuation of Active Membership

1. Graduate Faculty appointments will be reviewed for continuation of active
membership by the EE GSC. They will be evaluated for contributions to
graduate instruction, research, and teaching. Contributions to the program
shall be a requirement for continued active membership. Contribution may
take the form of:

   a. Committee chair, co-chair or member for graduate students
   b. Teaching or co-teaching a graduate course
   c. Supervising research for graduate students
   d. Serving committees, as appointed by the Director of the School.

2. Faculty who do not make any of the contributions as stated in C.1 above to the
program for four consecutive years may be designed as inactive Graduate
Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any
of these activities described in C.1 above will result in restoration of active
Graduate Faculty designation.

D. Discontinuation of Membership
Upon request of a Graduate Faculty member, that individual membership will be
discontinued. Termination of tenured or tenure-track status implies termination of
Graduate Faculty status. Termination of the Adjunct, Affiliate, or Clinical faculty
status implies termination of the approval to co-chair or serve on a graduate committee.

E. **Membership Appeal Process**
Faculty appeal of any membership decision must be made in writing to the EE GSC within 30 calendars of the decision. The appeal is determined by a majority vote of all GSC members attending an EE GSC meeting (see Section IX for definition of quorum).

### III. Administration

A. Administration of the program and its activities is vested in the EE GSC and the School Director.

B. Programmatic decisions are voted on at EE faculty meetings.

C. The School Director has signatory authority. The Director may appoint additional designated signatories from the ranks of the EE faculty.

### IV. Graduate Program Coordinator

A. **Process for Graduate Program Nomination, Voting, and Final Approval of Coordinator**
The Chair of EE GSC will be nominated by the Executive Committee and accepted by majority vote of the active Graduate Faculty. Final approval of the Chair resides with the Director of the ENCS.

B. **Terms of Service and Final Approval**
The EE-GSC Chair shall serve a term of 2 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 Director described in IV.A above.

C. **Removal from Position**
The EE-GSC Chair may be removed from the position by a majority vote of all active Graduate Faculty and with the approval of the Director as described in IV.A above.

D. **Duties of the EE-GSC Chair**
1. Propose admission requirements for graduate degree program to the EE faculty. The final decisions are voted on at the EE faculty meeting, and they must be approved by the Director of ENCS.
2. Review of student applications and decisions on admission.
3. Propose degree requirements for graduate degrees to the EE faculty. The final decisions are voted on at the EE faculty meeting, and they must be approved by the Director of ENCS.

4. Academic semester review of the performance of Teaching Assistants (TA). The EE GSC may recommend termination of the TA appointment to the Director of ENCS, if the performance is deemed unsatisfactory.

5. Propose a plan for offering graduate courses extending a minimum of 2 academic years into the future. The final decisions for course schedules are voted upon at the EE faculty meeting, and they must be approved by the Director of ENCS.

6. Propose the outcomes, objectives and assessment procedures for the graduate program, and ensure their continuing application. The final decisions are voted on at the EE faculty meeting, and they must be approved by the Director of ENCS.

7. Submit assessment reports to the Dean of the Graduate School or designee as required.

8. Submit an updated list of active Graduate Faculty participants (including approved Adjunct, Affiliate, Clinical and Emeritus Faculty) to the Dean of the Graduate School or designee, once per academic year.

9. Submit revisions of this document to the Washington State University Graduate Studies Committee and Faculty Senate for review and approval.

10. Define the policies that govern responsibilities of graduate students and Graduate Faculty participating in the program.

11. Develop initiatives that enhance EE graduate programs, such as new graduate courses, new graduate certificate programs, and distance learning initiatives. The final decisions are voted on at the EE faculty meeting, and they must be approved by the Director of ENCS.

12. Consider requests for exemptions from policies and requirements on a case-by-case basis.

13. Develop revisions of the EE Graduate Student Handbook as needed.

V. Committees

A. Faculty Committees
   Subcommittees of the EE GSC may be formed by the Chair of the EE GSC to discuss particular issues and bring them to the EE GSC.

VI. Graduate Student Committees

A. Initial Selection Process
   The initial selection, or subsequent changes, of a graduate student’s committee shall be determined jointly by the student and the student’s advisor with subsequent approval by the EE GSC. In accordance with the Graduate School’s
Policies and Procedures Manual, graduate students are not permitted to serve on the committees of other graduate students.

B. Graduate Committee: Required Members
A master’s committee must include at least three members. At least one of the members must be a permanent WSU tenure-track faculty member, and at least two of the members must be members of the EE Graduate Faculty. Adjunct, Affiliate, and Clinical faculty may only serve on graduate committees if approved by the EE GSC via the case-by-case basis described in section II.C above. Non-tenure track faculty may not serve as the sole chair of a graduate committee. If a non-tenure track faculty member is a committee co-chair, a tenured or tenure-track faculty member must serve as the other co-chair. EE Emeritus Faculty who indicate a desire to serve on a graduate committee must be approved by the EE GSC on a case-by-case basis. Non-WSU, external persons may serve as a committee member for an individual student on a case-by-case basis. The committee chair for that student should nominate the desired committee member to the EE GSC. The nomination should include a curriculum vita for the desired member and a letter explaining the nomination. Acceptance requires a positive vote from a majority of GSC members attending the meeting. With approval of the GSC, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

C. Annual Review of Students
Annual review of performance of graduate students. Additional reviews may be initiated by the EE GSC either as policy or on a case-by-case basis. Following the review, the EE GSC may:
   a. Approve reinstatement of deficient graduate students, as defined in the EE Graduate Student Handbook.
   b. Recommend termination of the graduate student status to the Graduate School.
   c. Issue warnings to students whose performance is considered unsatisfactory.

VII. Student Representatives
At the discretion of the School Director and Faculty, student representation may be added or removed from any committee structure.

VIII. Graduate Faculty Meetings
A. EE GSC meetings are called by the Chair of the EE GSC as needed, at least twice per semester. All attempts will be made to provide a written agenda to the EE GSC in advance.

B. A special meeting of EE Graduate Faculty may be called by petition of 5 or more Graduate Faculty members.
C. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General EE Graduate Faculty Meetings shall be called with a minimum of 1 week’s notice.

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. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.

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

X. Amendments to Program Bylaws

A. Frequency of and Involvement in Bylaws Review
The Program Bylaws document shall be reviewed by the EE GSC at a minimum of every fifth year.

B. Process of and Votes for Amendments
Amendments to the Bylaws may originate from any eligible faculty member. Proposed amendments must be forwarded to the Chair of the EE GSC who will present them to the GSC at their meeting. If approved, the amendments shall be forwarded to the EE faculty electronically at least 1 week prior to the EE faculty meeting at which the amendments will be discussed. Amendments to the Program Bylaws require a positive vote from the majority of all active Graduate Faculty, and they must be approved by the Director of ENCS. If approved, the amendments shall be forwarded to the WSU Graduate Studies Committee and Faculty Senate for review and final approval.

C. Submission of Amended Bylaws to Graduate Studies Committee and Faculty Senate
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 Program Faculty Participants
List of initial Graduate Faculty Participants: Drs. Tutku Karacolak, Praveen Sekhar, Feng Zhao, Fariborz Musavi, Bayaner Arigong, Zhi Chen, Linda Chen, Dave Kim,
Jong-Hoon Kim, Hakan Gurocak, Yoonjo Kim, Hua Tan, Stephen Solovitz, Scott Wallace, Xuechen Zhang, Xinghui Zhao, and Zaixin Lu.

B. Submission Process
The Director of ENCS is responsible for submitting an updated list of active and inactive MSEE Graduate Faculty participants to the Dean of the Graduate School for approval annually.