I. Objectives

A. Degrees offered: M.S. Pharmaceutical Sciences, Ph.D. Pharmaceutical Sciences

B. Discipline: Pharmaceutical Sciences

C. Mission of the Pharmaceutical Sciences Graduate Program: The mission of the Graduate Program in the Pharmaceutical Sciences is to prepare our students as scientists with the broader skills needed to excel in a career path of their choice, including in the academic, industrial, and regulatory sectors. We utilize multidisciplinary basic and translational research approaches to (1) understand mechanisms of disease, (2) identify novel therapeutic targets, (3) develop novel treatments, and (4) optimize therapeutic regimens. Major areas of research focus are cancer biology, drug discovery, novel drug delivery systems, and translational pharmacology and genomics. We strive to prepare students to become independent and creative problem solvers who will develop into leaders in their respective fields.

II. Membership

A. Graduate Faculty within the Pharmaceutical Sciences Graduate Program may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU affiliate faculty, subject to the limitations and definitions in this document. All Graduate Faculty must be “Initial Graduate Faculty Participants” (listed in Section XII of this document) or subsequently approved as Graduate Faculty through the process outlined in section II B below.

1. WSU Campus Participation

a. The doctoral and master’s of science degrees in Pharmaceutical Sciences are offered through the Spokane 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. The campuses at Vancouver, Pullman, Yakima, Everett, and Tri-Cities support this program but are not approved and authorized to directly advertise and offer the degree as individual campuses.

b. Approved tenured and tenure track Pharmaceutical Sciences Graduate Faculty at all regional campuses, agricultural research and extension centers, and other affiliated university sites may participate equally in
the Pharmaceutical Sciences program as supporting site 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 the Pharmaceutical Sciences Graduate Program is independent and separate from academic department, school, or college affiliations.
   b. All active members of the Graduate Faculty of the Pharmaceutical Sciences Graduate Program are eligible to vote on Graduate Program issues.

3. Disciplinary Expertise
   Graduate Faculty members within the Pharmaceutical Sciences Graduate Program are expected to have a Ph.D. or an appropriate doctoral-level degree in a field related to pharmaceutical sciences, other biomedical sciences, and/or pharmacy. In addition, they must have demonstrated disciplinary expertise in a field related to such degree, 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 the Pharmaceutical Sciences
   Graduate Faculty members must be actively involved in research and graduate-level teaching related to the Pharmaceutical Sciences Graduate Program as evidenced by recent external grant or contract support, related peer-reviewed publications within the last 2 years, teaching of relevant graduate level courses, or other relevant professional accomplishments.

5. Non-Tenure Track Graduate Faculty
   a. Internal to WSU
      Non-tenure track Graduate Faculty internal to WSU may include research, clinical, and affiliate faculty. The non-tenure track faculty internal to WSU may be active Pharmaceutical Sciences Graduate Program Faculty and are entitled to vote on Graduate Program issues and act as a graduate student’s Research Advisor or member of graduate student committees; offer and teach graduate courses; and supervise research.
   b. External to WSU
      Professionals who are not WSU faculty may be granted Graduate Faculty participation within the Pharmaceutical Sciences Graduate Program.
Program if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Pharmaceutical Sciences Graduate Faculty are entitled act as a member of graduate student committees; offer and teach graduate courses; and supervise research. They may not serve as a graduate student’s Administrative Chair or Research Advisor; Graduate Program Director; or as a member of the Pharmaceutical Sciences Graduate Faculty Admissions or Recruitment committees.

6. External Individual Committee Members

a. **Individual Committee Members Internal to WSU**: Individuals from WSU who are not officially participating as Graduate Faculty within the Pharmaceutical Sciences Graduate 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 graduate student’s committee Administrative Chair and the Pharmaceutical Sciences Graduate Program Director.

Committee members external to the College of Pharmacy, but with affiliate faculty appointments in Pharmacy, are able to serve as a graduate student’s Major Advisor contingent upon approval by the Graduate Program Director, and filing of a Memorandum of Understanding (MOU) signed by the Dean of the College of Pharmacy and the Dean of the affiliate member’s primary college. The MOU will provide details of the budgetary arrangement for the student’s stipend, which will normally be paid in full throughout the student’s graduate career by the mentor’s college or extramural funding. The College of Pharmacy will not provide stipend support for students working with mentors external to the College.

b. **Individual Committee Members External to WSU**: Individuals not officially participating as Graduate Faculty within any graduate program at WSU (for example a faculty member from another university or research entity) may be approved to serve as a thesis (M.S.)/dissertation (Ph.D.) committee member for an individual student on a case-by-case basis. The graduate student’s committee Administrative Chair should forward the name and curriculum vitae of the desired committee member to the Pharmaceutical Sciences Graduate Program Director. With approval of the Program Director, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.
B. Application for Membership

1. Initial Graduate Faculty within the Pharmaceutical Sciences Graduate Program listed in Section XI of this document have been approved by the Pharmaceutical Sciences Graduate Program Director and the Dean of the Graduate School and meet the qualifications for Graduate Faculty participation as stated in this document.

2. Candidates for Graduate Faculty participation within the Pharmaceutical Sciences Graduate Program should be nominated by an existing Pharmaceutical Sciences Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Program Director 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 respond to the 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 of, or potential for, an active, funded research program that can plausibly be relied upon as the source of continuing support of a Pharmaceutical Sciences Graduate Program graduate student.

   b. History of or willingness to participate in administrative, teaching, and other functions of the Pharmaceutical Sciences Graduate Program. This may include serving on Graduate Program administrative committees; serving as a thesis or dissertation committee member or Administrative Chair; providing graduate level instruction; or participation in Graduate Program activities (for example, recruiting, admissions, or seminars).

   c. History of publication of peer-reviewed manuscripts in a discipline related to the Pharmaceutical Sciences Graduate Program.

C. Emeritus Faculty Participation. Graduate faculty in Pharmaceutical Sciences who are granted Emeritus faculty status, as defined by WSU policy, shall be afforded all the rights and privileges of Graduate Faculty of the Pharmaceutical Sciences Graduate Program provided they continue to participate in the Program as outlined under Continuation of Membership (Article II. Section D.). As such Emeritus faculty are entitled to (chair, co-chair, serve as a committee member and supervise research; serve in the administrative and committee structure).
D. Continuation of Active Membership

1. All Graduate Faculty appointments to the Pharmaceutical Sciences Graduate Program will be reviewed annually for continuation of active membership by the Graduate Program Director and the Chair of Pharmaceutical Sciences. Graduate Faculty will be evaluated for contributions to graduate instruction, research, and teaching.

2. Contributions to the Pharmaceutical Sciences Graduate Program shall be a requirement for continued active membership and is an expectation in the College of Pharmacy. Contribution may take the form of:
   a. Research Advisor or committee member for graduate student committees in the Pharmaceutical Sciences Graduate Program.
   b. Teaching or co-teaching of a graduate course in the Pharmaceutical Sciences Graduate Program.
   c. Supervising research for graduate students in the Pharmaceutical Sciences Graduate Program.
   d. Serving in the administrative and committee structure of the Pharmaceutical Sciences Graduate Program.

3. Faculty who do not make any of these contributions to the Pharmaceutical Sciences Graduate Program for three consecutive years as stated in D.1 above will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights, and they will not be able to participate in the Graduate Program. Initiation of any of the activities described in D.1 above will result in restoration of active Graduate Faculty designation.

E. Discontinuation of Membership
Upon request of an active or inactive Graduate Faculty member, their individual membership will be discontinued. If that individual’s appointment or research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.

F. Membership Appeal Process
Faculty appeal of any membership decision in the Pharmaceutical Sciences Graduate Program must be made in writing to the Graduate Program Director within 30 calendar days of the decision. The appeal is determined by a majority vote of the Pharmaceutical Sciences Graduate Program Faculty (see Section X for definition of quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Pharmaceutical Sciences Graduate Program Faculty vote.
III. Administration

Administration of the Pharmaceutical Sciences Graduate Program and its activities is vested in the Pharmaceutical Sciences Graduate Program Director with advice from the Graduate Faculty.

IV. Chair, Pharmaceutical Sciences

A. The Chair of the Department of Pharmaceutical Sciences has overall authority over and responsibility for the Pharmaceutical Sciences Graduate Program. The Duties of the Chair with regard to the Pharmaceutical Sciences Program are:
   1. Provide oversight and advice to the Graduate Program Director.
   2. Work with the Graduate Program Director and Graduate Program Faculty to develop and implement policies for the Pharmaceutical Sciences Graduate Program.
   3. Review and make changes to the Graduate Program bylaws as necessary, in consultation with the Graduate Program Director.
   4. Make final decisions in case of conflict when admitting or advancing students, and making final placements with individual faculty members.
   5. Determine new student enrollment targets on an annual basis in consultation with Graduate Program faculty and the Dean of the College of Pharmacy.
   6. Approve faculty development of new coursework.

V. Graduate Program Director

A. The Pharmaceutical Sciences Graduate Program Director is recommended by the Chair of the Department of Pharmaceutical Sciences and appointed by the Dean of the College of Pharmacy. Final approval of the appointment of Program Director resides with the Dean of the Graduate School.

B. Duties of the Graduate Program Director
   1. Manage or oversee most aspects of the Pharmaceutical Sciences Graduate Program, including student recruitment, student development and progression in the program, stipend and tuition support, assessment, and external review. Admissions is overseen by the Graduate Program Admissions Committee.
   2. Manage budget and accounts supporting the functions of the Graduate Program.
   3. Submit course or curriculum change or approval forms.
   4. Work with faculty to develop new coursework.
   5. Submit bylaws change or approval forms.
   6. Be responsible for the accuracy of all publications related to the Pharmaceutical Sciences Graduate Program, including web pages and catalog copy.
   7. Call and preside at meetings of the Pharmaceutical Sciences Graduate Faculty.
8. Submit recommendations to the Chair of the Department of Pharmaceutical Sciences regarding the Graduate Program policies and procedures.
9. Provide support for all aspects of preparation and submission of fellowship applications, grant applications and contract agreements, and coordinate post-award activities with the College of Pharmacy Business Services office and the WSU Office of Research Support and Operations.
10. Manage conflict of interest and conflict of commitment issues.
11. Oversee the assignment of Teaching Assistantships and Research Assistantships and other support of graduate students.
12. Supervise the activities of the Pharmaceutical Sciences Graduate Program Academic Coordinator as they relate to the program.

VI. Committees

A. Pharmaceutical Sciences Graduate Program Admissions Committee
Coordinates all activities related to admission of Pharmaceutical Sciences Graduate Program students and advises the Pharmaceutical Sciences Graduate Program Director regarding acceptance or rejection of applicants.
1. The Admissions Committee shall be composed of 5 to 6 active Graduate Faculty members of the Pharmaceutical Sciences Graduate Program.
2. Admission Committee members shall be appointed by the Chair of the Department of Pharmaceutical Sciences.
3. The Committee Chair will be appointed by the Chair of the Department of Pharmaceutical Sciences in consultation with the Graduate Program Director.
4. Members of the Admissions Committee will serve 2 year terms with approximately 1/2 of the membership changing each year.
5. Areas in which the Admissions Committee shall assist and advise the Director include:
   i. Review all student applications and in conjunction with the Program Director and the Academic Coordinator, after consultation with appropriate Pharmaceutical Sciences Graduate Faculty.
   ii. Decide the disposition of applications as to acceptance or rejection in a timely manner.

B. Recruitment Committee
Coordinates all activities related to recruitment of Pharmaceutical Sciences Graduate Program students.
1. The Recruitment Committee shall be composed of 2 active Graduate Faculty members of the Pharmaceutical Sciences Graduate Program and 2 Graduate Students.
2. Recruitment Committee members shall be appointed by the Chair of the Department of Pharmaceutical Sciences.
3. The Committee Chair will be appointed by the Chair of the Department of Pharmaceutical Sciences in consultation with the Graduate Program Director.
4. Members of the Recruitment Committee will serve 2 year terms with 1/2 of the membership changing each year.
5. Areas in which the Recruitment Committee shall assist and advise the Director include:
   a. Work with the Academic Coordinator to develop and maintain recruiting materials as required.
   b. Coordinate all recruitment efforts with the Pharmaceutical Sciences Graduate Faculty

VII. Graduate Student Committees.

Committee structure will consist of an Administrative Chair, a Research Advisor/Mentor, and at least two additional committee members.

A. The initial selection, or subsequent changes, of a graduate student’s committee shall be determined jointly by the student, Administrative Chair, and Research Advisor/Mentor with final approval by the Pharmaceutical Sciences Graduate Program Director and the Chair of Pharmaceutical Sciences. 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 for MS and four members for Ph.D. All committee members must hold a degree of comparable level to the degree sought by the candidate. A majority of committee members shall be active Pharmaceutical Sciences Graduate Faculty members. Additionally, a minimum of one member of MS and two members of PhD committees must be both permanent WSU tenured or tenure-track faculty and Pharmaceutical Sciences Graduate Faculty.

C. The Administrative Chair of a student’s committee shall be an active Pharmaceutical Sciences Graduate Program Faculty member, at or above the level of Associate Professor. The Administrative chair cannot be the student’s Research Advisor/Mentor.

D. Role of the Administrative Chair of the student’s committee:
   1. Responsible for all administrative aspects associated with the graduate student’s committee including forms, signatures, and committee composition.
   2. Resolves any conflict issues, in consultation with the Program Director.
   3. Evaluates the graduate student’s performance on an annual basis in conjunction with the student’s Research Advisor/Mentor.

E. Role of the student’s Research Advisor/Mentor
   1. In capacity as academic advisor, assist the graduate student in planning the program of study, referring the student to the Pharmaceutical Sciences Graduate Program Director as appropriate.
   3. Provide guidance to the graduate student for their examinations.
   4. Provide the student with a secure environment (facilities, laboratory, financial) that allows the student to achieve program outcomes.
   5. Mentor the student on the research process, including experimental design and performance, statistical analysis, review of the literature, writing up papers,
preparing grant proposals, and preparing seminars. Encourage early steps toward the development of independence.

6. Mentor the student in the financial and administrative conduct of research.

7. Evaluate the graduate student’s performance on an annual basis in conjunction with the administrative chair of the student’s committee, and provide regular feedback to the student regarding progress.

8. Support the student’s efforts to develop career-related skills (e.g., mentoring of more junior students; outreach activities; writing and reviewing experience).

9. Assist the student in the pursuit of their future career by providing letters of reference.

F. As specified in the Graduate School Policies and Procedures, the performance of each graduate student shall be reviewed annually.

VIII. Student Representatives

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

IX. Graduate Faculty Meetings

A. The Pharmaceutical Sciences Graduate Program Director shall call a meeting of all Pharmaceutical Sciences Graduate Program Faculty 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 Pharmaceutical Sciences Graduate Program Director.

C. A special meeting of the Pharmaceutical Sciences Graduate Program Faculty may be called by petition from the majority for Graduate Faculty members.

D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General Pharmaceutical Sciences Graduate Program Faculty meetings shall be called with a minimum of one week’s notice.

E. Faculty not present on the Spokane campus at the time of a general Pharmaceutical Sciences Graduate Faculty Meeting may participate by telephone conference call or other electronic means.
X. Quorum

Unless specified otherwise, a quorum for purposes of voting and other decision-making is defined as follows:

F. For all general Graduate Faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Pharmaceutical Sciences Graduate Program membership.

G. For programmatic committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.

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

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

XI. Amendments to Pharmaceutical Sciences Graduate Program Bylaws

A. The Graduate Program Bylaws document shall be reviewed every fifth year by the Pharmaceutical Sciences Graduate Faculty and annually by the Pharmaceutical Sciences Graduate Program Director and the Chair of the Department of Pharmaceutical Sciences.

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

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

A. List of Pharmaceutical Sciences Graduate Faculty participants entitled to full rights and responsibilities of active Graduate Faculty membership (2017):

*Emeritus faculty:*
- Gary Meadows, PhD

*Tenure-track faculty:*
- Salah-uddin Ahmed, PhD
- Zhaokang Cheng, PhD
- John Clarke, PhD
- Sayed Daoud, PhD
- Travis Denton, PhD
- Shobhan Gaddameedhi, PhD
- Mike Gibson, PhD
- Philip Lazarus, PhD
- David Liu, PhD
- Kathryn Meier, PhD
- Senthil Natesan, PhD
- Mary Paine, PhD
- Gary Pollack, PhD
- Grant Trobridge, PhD
- Zhengia Wang, PhD
- John White, PA-C, PharmD
- Boyang Wu, PhD
- Hui Zhang, PhD
- Jiyue Zhu, PhD

*Non-tenure track faculty:*
- Ayesha Ahmed, PhD
- Maia Avtandilashvili, PhD
- Gang Chen, PhD
- De Cheng, PhD
- Andrea Lazarus, PhD
- Susan Marsh, PhD
- Jeannie Padowski, PhD
- Connie Remsberg, PharmD, PhD
- Jean-Baptiste Roullet, PhD
- George Tabatadze, PhD
- Sergei Tolmachev, PhD
- Shuwen Wang, PhD
- Lisa Woodard, PharmD, MPH
- Zuping Xia, PhD

*Affiliate faculty:*
Weihang Chai, PhD  
Weimin Li, PhD  
Jingru Sun, PhD

Adjunct faculty:  
Darrell Fisher, PhD  
Mark Taylor, PhD  
Stephen Warren, PhD

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