

**Program Bylaws Review Template Draft**

Program Bylaws Reviewed:		Contact:	
Faculty Reviewer:		Review Date:	

**Reviewer Comments**

**Checklist for Inclusion of:**

Name of program for which the bylaws are being proposed Clear	_____ Yes	_____ No	_____ Not
Name of administrative home of program Clear	_____ Yes	_____ No	_____ Not
Date that the bylaws were last revised by faculty Clear	_____ Yes	_____ No	_____ Not
Date that the Faculty Senate approved the bylaws Clear	_____ Yes	_____ No	_____ Not

**Bylaws Components and Clarity**

<b>Bylaw Components</b>	<b>Elements</b>	<b>Evident/Clearly Described: EC Evident/Somewhat Clear: ES Not Clearly Described: NC Not Evident: NE</b>
<b>I. Objectives</b>	<b>Degrees Offered Discipline Mission of Program</b>	
<b>II. Membership</b>	<b>Graduate Faculty Description</b> -WSU campus participation -Graduate faculty participation -Disciplinary expertise -Active Research Appropriate to Program -Non-Tenure Track Graduate Faculty Internal/External -External Individual Committee Members Internal/External	
	<b>Application for Membership</b> -Initial graduate faculty -Process for candidate participation -Mentoring/Active Active in funded research Expectations for administration, teaching, other functions of program Publication expectations	
	<b>Continuation of Active Membership</b> -Review and evaluation of active membership Committee chair, co-chair	

	<p>Teaching graduate courses  Supervising research  Serving in administration/structural functions of program  -Description of non-active and process</p>	
	<b>Discontinuation of Membership</b>	
	<b>Membership Appeal Process</b>	
<b>III. Administration</b>	<b>Administration of Program and Its Activities</b>	
<b>IV. Graduate Program Coordinator/Director</b>	<b>Process for Graduate Program Nomination, Voting, and Final Approval of Coordinator/Director</b>	
	<b>Terms of Service and Final Approval</b>	
	<b>Removal from Position</b>	
	<b>Duties of Coordinator</b>	
<b>V. Committees</b>	<p><b>Faculty Committees</b>  - How faculty committees assist and advise the Program Coordinator/Director  - Other committees</p>	
<b>VI. Graduate Student Committees</b>	<b>Initial Selection Process</b>	
	<p><b>Graduate Committee: Required Members</b>  -Doctoral  -Master's  -Annual review of students</p>	
<b>VII. Student Representatives</b>	<b>Description of Student Representative Involvement</b>	
<b>VIII. Graduate Faculty Meetings</b>	<b>Calling Meetings, Frequency of Program Meetings, Agenda for Meetings</b>	
	<b>Other Meetings</b>	
	<b>Special Meeting Criteria</b>	
	<b>Notice of Meetings</b>	
	<b>Campus Faculty Participation in Meetings</b>	
<b>IX. Quorum</b>	<b>Quorum Number</b>	
	<b>Programmatic Committees Quorum Number</b>	
	<b>Number Required to Pass a Motion</b>	
	<b>Tie Vote Process</b>	
<b>X. Amendments to Program Bylaws</b>	<b>Frequency of and Involvement in Bylaws Review</b>	

	<b>Process of and Votes for Amendments (e.g., timelines for, communication lines)</b>	
	<b>Submission of Amended Bylaws to Graduate Studies Committee and Faculty Senate</b>	
<b>XI. List of Initial Graduate Faculty Participants</b>	<b>List of Initial Program Faculty Participants</b>	
	<b>Submission Process for Updated List of Active and Inactive Program Faculty Participants to the Dean of the Graduate School Annually</b>	