

# Viticulture and Enology Graduate Program Bylaws

Washington State University

Administrative Home: Department of Viticulture and Enology

## I. Objectives

- A. **Degrees offered:** Master of Science (MSc)
- B. **Discipline:** Viticulture and Enology (VIT\_ENOL) is a general reference to the field of viticulture and enology.
- A. **Mission of the Program:** To provide graduate students in Viticulture and Enology with advanced, research-based training in viticulture and enology that integrates science, education, and industry relevance, preparing students for careers in industry, research, education, extension, and allied professional fields.

## II. WSU Campus Participation

The Master of Science in Viticulture and Enology is a Washington State University graduate degree offered through the Tri-Cities campus. The program is administratively housed in the Department of Viticulture and Enology, with Tri-Cities and Irrigated Agriculture Research and Extension Center (IAREC) serving as the primary co-locations for delivery of the program's academic, research, and experiential learning activities. Other WSU campuses, research and extension centers, and affiliated university sites may contribute to the program through research, teaching, and service, as appropriate.

## III. Participation

- A. The "Faculty of the Graduate School" includes three categories based on appointment type:
  - a. Graduate Faculty (WSU tenure track; appointed automatically and permanently),
  - b. Associate Graduate Faculty (career-track faculty; appointed by nomination, with a renewal process every five years) and
  - c. Auxiliary Graduate Faculty (adjunct or adjoint faculty; appointed by nomination, with a renewal process every three years).

Once members are appointed to the Faculty of the Graduate School, they can participate in the Viticulture and Enology Graduate Program as outlined in Section III.E.

- B. Faculty of the Graduate School who have been approved to participate in the Viticulture and Enology Graduate Program are referred to hereafter as the "Faculty of the VIT\_ENOL Graduate Program."
- C. Participation in the VIT\_ENOL Graduate Program is independent and separate from any academic department, school, or college affiliation.
- D. The roles and responsibilities within the VIT\_ENOL Graduate Program may include:
  - a. Acting as a graduate student committee chair, co-chair, or member,
  - b. Teaching graduate courses if applicable based on appointment split,
  - c. Supervising graduate student research,
  - d. Acting as a VIT\_ENOL Graduate Program committee member
  - e. Voting on VIT\_ENOL Graduate Program issues
  - f. Voting on approval of participation in the VIT\_ENOL Graduate Program
- E. **Faculty Roles and Responsibilities**
  - a. All Faculty of the VIT\_ENOL Graduate Program are eligible to vote on program issues. Only tenured or tenure-track faculty in the Department of Viticulture and Enology may vote on approval of individuals to participate in the program and on changes to bylaws that affect assignment of the roles and responsibilities listed in Section III.D.
  - b. **Graduate Faculty (Tenured or Tenure Track)**
    - i. Graduate Faculty with an academic home in the Department of Viticulture and Enology, including those who have started the tenure-track process in the department at all campuses, research and extension centers, and affiliated university sites, may fully participate in all roles and responsibilities. These participants are hereafter referred to as "Graduate Faculty in the Department of Viticulture and Enology."

- ii. Emeritus Professors in the Department of Viticulture and Enology who have served in the VIT\_ENOL Graduate Program and remain members of the Graduate Faculty may fully participate in all roles and responsibilities.
    - iii. Graduate Faculty with affiliate status in the Department of Viticulture and Enology may fully participate in all roles and responsibilities except voting on approval of participation in the program and changes to the bylaws that affect how the roles and responsibilities listed in Section III.D are assigned. They must be approved to participate via a vote of the Graduate Faculty in the Department of Viticulture and Enology.
  - c. **Associate Graduate Faculty (Career Track)**
    - i. Associate Graduate Faculty with an academic home in the Department of Viticulture and Enology are entitled to act as co-chairs or members of graduate student committees, teach graduate courses, and supervise graduate research. They may not serve as graduate student committee chairs. When serving as co-chair of a graduate student committee, the other co-chair must be a Graduate Faculty member eligible to serve as chair in the VIT\_ENOL Graduate Program. To serve on a graduate student committee, these members must hold a graduate degree at least equivalent to the degree sought by the student.
    - ii. Associate Graduate Faculty with affiliate status in the Department of Viticulture and Enology may participate at the same level as Associate Graduate Faculty with an academic home in the department if approved by a vote of the Graduate Faculty in the Department of Viticulture and Enology.
    - iii. Associate Graduate Faculty without affiliate status in the Department of Viticulture and Enology may serve on graduate student committees if the student's Program of Study is approved by the designated signature authorities, including the VIT\_ENOL Program Director.
  - d. **Auxiliary Graduate Faculty (Adjunct or Adjoint Faculty)**
    - i. All Auxiliary Graduate Faculty must be approved to participate by a vote of the Graduate Faculty in the Department of Viticulture and Enology.
    - ii. Auxiliary Graduate Faculty with adjunct status in the Department of Viticulture and Enology may act as co-chairs or members of graduate student committees, teach graduate courses, supervise graduate research, and act as a VIT\_ENOL Graduate Program committee member, if approved. When serving as co-chair of a graduate student committee, the other co-chair must be a Graduate Faculty member eligible to serve as chair in the VIT\_ENOL Graduate Program.
    - iii. Professionals who are not WSU faculty, but who are members of the Graduate Faculty with adjunct status in the Department of Viticulture and Enology may act as members of graduate student committees, teach graduate courses, and supervise graduate research. They may not serve as a graduate student committee chair or co-chair, or as a VIT\_ENOL Graduate Program committee member.
  - e. **External Faculty:** Individuals not officially participating as Faculty of the Graduate School may be approved to serve as a graduate student committee member on a case-by-case basis. The committee chair for that student should forward a brief nomination memo to the VIT\_ENOL Program Director. With the approval of the Program Director, the nomination, along with supporting documentation of expertise (CV or specifically included in the committee chair's nomination request), is forwarded to the Dean of the Graduate School for final approval.
- F. Disciplinary Expertise:** Faculty of the VIT\_ENOL Graduate Program are expected to hold a graduate degree in a field related to viticulture, enology, plant science, food science, microbiology, chemistry, engineering, agricultural economics, or another relevant discipline. They must also demonstrate expertise related to Viticulture and Enology, interest and/or experience in mentoring and teaching graduate students, and relevant professional accomplishments.
- G. Active Research and or Teaching Appropriate to VIT\_ENOL:** Faculty of the VIT\_ENOL Graduate Program are expected to be actively involved in research and/or graduate level teaching related to Viticulture and Enology, as evidenced within the past five years by external grant or contract support, peer-reviewed publications, graduate student mentoring, teaching of graduate courses, extension scholarship, or other relevant professional accomplishments.

#### **H. Application for Participation**

- a. Faculty of the Graduate School who desire to participate as Faculty of the VIT\_ENOL Graduate Program must indicate during the affiliate or adjunct nomination process in the Department of Viticulture and Enology that they would like to participate in the VIT\_ENOL Graduate Program. If a majority of Graduate Faculty with an academic home in the Department of Viticulture and Enology vote to approve the affiliate or adjunct nomination, then the faculty member will be approved to participate as described in Section III.E.
- b. Associate and Auxiliary Faculty are expected to maintain high standards of graduate student mentoring. Anticipated contributions or qualifications for successful approval of adjunct or affiliate applicants to the Faculty of the VIT\_ENOL Graduate Program include one or more of the following:
  - i. History or reasonable expectation of an active, funded research program that can plausibly support graduate students in VIT\_ENOL
  - ii. History of or willingness to participate in administrative, teaching, and other functions of the VIT\_ENOL Graduate Program, including service on graduate program committees, service on student committees, or providing graduate instruction
  - iii. History of publication or other scholarly and professional contributions in a discipline related to Viticulture and Enology

#### **I. Continuation of Participation**

- a. Faculty members who do not have an academic home in the Department of Viticulture and Enology must maintain affiliate or adjunct status in the department to participate in the VIT\_ENOL Graduate Program.
- b. Continued participation of Associate or Auxiliary Faculty with affiliate or adjunct status will be reviewed by the Program Director every three years, with one third of the membership reviewed each year. They will be evaluated for contributions to graduate student mentoring, research, and teaching. Contributions to the VIT\_ENOL Graduate Program shall be required for continued participation. A contribution may take the form of:
  - i. Serving as chair, co-chair or member of a graduate student committee in VIT\_ENOL
  - ii. Teaching or co-teaching a graduate course in VIT\_ENOL
  - iii. Supervising research for graduate students in VIT\_ENOL
  - iv. Serving in the administrative and committee structure of VIT\_ENOL
- c. Faculty who do not make any of the contributions stated above to the VIT\_ENOL Graduate Program for three consecutive years will be designated as inactive. Inactive faculty do not have voting rights. Initiation of any of the contributions described above will result in restoration of active designation.

**J. Discontinuation of Participation:** Upon request by an active or inactive faculty member, that individual's approval to participate in the VIT\_ENOL Graduate Program will be removed. If that individual's contributions to the VIT\_ENOL Graduate Program later change, they may request a new vote of approval by the Graduate Faculty in the Department of Viticulture and Enology.

**K. Participation Appeal Process:** Faculty appeal of any participation decision in the VIT\_ENOL Graduate Program must be made in writing to the Program Director within 30 calendar days of the decision. The appeal will be determined by a majority vote of Graduate Faculty in the Department of Viticulture and Enology. A final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the faculty vote.

### **IV. Administration**

Administration of the program and its activities is vested in the VIT\_ENOL Graduate Program Director with advice from the VIT\_ENOL Graduate Executive Committee (section VI.A).

### **V. Graduate Program Director**

- A. The VIT\_ENOL Graduate Program Director typically is the Chair of the Department of Viticulture and Enology, but another eligible faculty member may be designated to serve in this role as determined by the department and approved through appropriate University processes. Final approval of the Program Director resides with the Dean of the College of Agricultural, Human, and Natural Resource Sciences and the Dean of the Graduate School.

## **B. Duties of the Program Director**

- a. Provide overall academic leadership for VIT\_ENOL
- b. Develop and implement policies for VIT\_ENOL
- c. Represent the interests of VIT\_ENOL to campus and University administrators
- d. Convene meetings of the Executive Committee
- e. Call and preside at meetings of the Faculty of the VIT\_ENOL Graduate Program
- f. Coordinate all VIT\_ENOL administrative matters within the Graduate School
- g. Manage budgets associated with the graduate program, as applicable
- h. Submit course or curriculum change or approval forms
- i. Submit bylaws change or approval forms
- j. Be responsible for the accuracy of VIT\_ENOL web pages, handbook language, and catalog copy related to the graduate program
- k. Coordinate VIT\_ENOL graduate course teaching assignments
- l. Supervise staff support activities related to the program, as applicable

## **VI. Committees**

- A. Graduate Executive Committee:** The Graduate Executive Committee coordinates and advises the Director in administering the VIT\_ENOL Graduate Program. Designated staff support shall record and distribute the minutes of each meeting to the faculty and maintain one copy in Program Records.
- a. The Executive Committee shall be composed of three active Graduate Faculty members of VIT\_ENOL.
  - b. The Committee Chair will be appointed by the VIT\_ENOL Program Director. The VIT\_ENOL Graduate Faculty may nominate individuals for committee membership. Final membership will be determined by a majority vote of the voting VIT\_ENOL Graduate Faculty in a confidential ballot.
  - c. Members of the Executive Committee will serve a three-year minimum term.
  - d. Areas in which the Executive Committee shall assist and advise the Director include:
    - i. Review, develop, and update long-range goals for the VIT\_ENOL Graduate Program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all VIT\_ENOL graduate faculty.
    - ii. Serve as a sounding board for new ideas, changes, and academic or administrative issues related to the VIT\_ENOL Graduate Program.
    - iii. Provide guidance on administration of the program.
    - iv. Coordinate recruitment of VIT\_ENOL graduate students, including:
      1. Working with designated staff to develop and maintain recruiting materials as required
      2. Coordinating recruitment efforts with VIT\_ENOL Graduate Faculty
      3. Organizing annual recruiting efforts
      4. Reviewing student applications and, in conjunction with the Program Director and designated staff, deciding the disposition of applications in a timely manner after consultation with appropriate faculty
      5. Making recommendations to the Program Director regarding financial support of graduate students for their first year, as applicable
    - v. Coordinate review and revision of the VIT\_ENOL graduate level curriculum, including:
      1. Regular review of the curriculum
      2. Making recommendations to VIT\_ENOL Graduate Faculty regarding curricular revision
      3. Preparing drafts of course or curricular change forms for revision and submission by the VIT\_ENOL Program Director
    - vi. Assist with graduate program assessment processes

## **VII. Graduate Student Committees**

- A.** The initial selection, or subsequent changes, of a graduate student's committee, also known as the Faculty Advisory Committee, shall be determined jointly by the student and the student's committee

chair. 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 MSc student shall have a minimum of three members of the Faculty of the Graduate School.
  - a. The committee must have at least one Graduate Faculty member as defined in Section III.E.2 who serves as chair.
  - b. A second member must be any active participant in the Faculty of the VIT\_ENOL Graduate Program.
  - c. The third member may be any member of the Faculty of the Graduate School whose expertise supports the student's program of study.
  - d. Experts from outside WSU and faculty from other institutions may serve as additional members when appropriate and when approved through Graduate School procedures.
  - e. All committee members must hold a degree of comparable level to the degree sought by the candidate.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.

### **VIII. Student Representatives**

At the discretion of the VIT\_ENOL Program Director and Faculty, graduate student representation may be included in committee structures as appropriate. 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 VIT\_ENOL Program Director shall call a meeting of the Faculty of the VIT\_ENOL Graduate Program 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 Director or the Executive Committee.
- C. A special meeting of the Faculty of the VIT\_ENOL Graduate Program may be called by petition of all three members of the Executive Committee.
- D. Efforts will be made to communicate items of interest, including notification of faculty meetings, via email. General meetings of the Faculty of the VIT\_ENOL Graduate Program shall be called with a minimum of one week's notice.
- E. Faculty not present at the time of a general meeting may participate by video conference, telephone conference call, or other electronic means.

### **X. Quorum**

- A. For all general meetings of the Faculty of the VIT\_ENOL Graduate Program and votes, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the eligible active participants.
- B. For programmatic committees to conduct a 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 is 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 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 Program Bylaws**

- A. This Program Bylaws document shall be reviewed every fifth year by the Executive Committee and annually by the Program Director.
- B. Amendments to the bylaws may originate from any active Faculty of the VIT\_ENOL Graduate Program. Proposed amendments must be forwarded to the Executive Committee and Program Director. After discussion, amendments shall be forwarded electronically to the VIT\_ENOL Graduate Faculty at least two weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum two-week period will follow the faculty meeting prior to voting. Votes on amendments may

occur at a faculty meeting or electronically. Amendments to the VIT\_ENOL Bylaws require a positive vote from the majority of all Graduate Faculty in the Department of Viticulture and Enology.