

**Professional Science Master's in Molecular Biosciences (PSM-MB) Degree Program
Bylaws, Washington State University**

Administrative Home: School of Molecular Biosciences (SMB)

Faculty Senate Approval Date: 09/2017

I. Objectives

- A. Degree offered: Professional Science Master's in Molecular Biosciences (PSM-MB) degree.
- B. Discipline: The Professional Science Master's in Molecular Biosciences (PSM-MB) degree program is an interdisciplinary graduate program, encompassing molecular biosciences, business management, ethics, and communication disciplines.
- C. Mission of Program: The Professional Science Master's in Molecular Biosciences (PSM-MB) degree program offers an interdisciplinary, non-thesis Master's degree designed to help graduate students transition efficiently into the workplace by furnishing them with the science and management skills that employers need. This graduate program combines training in molecular biosciences with training in ethics, business management, and communication, bridging the gap between academia and the workplace. One career-oriented aspect of the program is that it requires an internship rather than a thesis. Qualified students may be admitted to the PSM-MB degree program as an undergraduate student and be a part of the combined program, referred to as the BS+PSM-MB program: earning the B.S in Genetics & Cell Biology degree, followed by the PSM-MB degree. The PSM-MB degree can be obtained completely online, on-campus or in a hybrid format. Academic-based and industry-based Advisory Board members provide insightful input on curriculum and internship opportunities for the PSM-MB and BS+PSM-MB programs such that the training received is up-to-date and balanced, and aligns well with the current and future career goals of participating students.

The PSM-MB degree program offers graduate students:

- Interdisciplinary training
- Development of professional skills for their chosen or future career
- Opportunities for advancement and enrichment in their current careers
- Continuing education to facilitate career change and an increase in compensation
- Science and non-science skills to compete in the global economy
- A 'hands-on' internship in a workplace

II. PSM-MB Degree Program Graduate Faculty

- A. WSU campus participation

The PSM-MB degree is offered through the Pullman campus and the Global/online campus of Washington State University, as approved and authorized by the Washington Student Achievement Council (WSAC) of Washington State. The WSU campuses at Vancouver, Spokane, and Tri-Cities support this program, but are not approved and authorized to advertise directly and offer the degree at their respective campuses.

B. Participation of the Graduate Faculty in the PSM-MB degree program

1. The list of Graduate Faculty of the PSM-MB degree program is submitted to the Dean of the Graduate School annually for approval. Both the permanent and non-permanent Graduate Faculty of the PSM-MB degree program are subject to the conditions and limitations detailed in this document.
2. The permanent Graduate Faculty of the PSM-MB degree program are tenured and tenure-track faculty with appointments in SMB.
 - a. The permanent PSM-MB degree program Graduate Faculty are eligible to act as the PSM-MB degree program director, vote on PSM-MB degree program issues, serve as a chair or a member of PSM-MB students' non-thesis committees, supervise PSM-MB students' internship work, and teach graduate courses.
 - b. The SMB Emeritus Faculty are eligible to serve as a chair or a member of PSM-MB students' non-thesis committees, supervise PSM-MB students' internship work, and teach graduate courses.
3. The non-permanent Graduate Faculty of the PSM-MB degree program may include non-tenure-track clinical faculty with appointments in SMB.
 - a. Non-tenure-track clinical faculty with appointments in SMB must be approved by the process described in Section II.C. SMB non-tenure-track clinical faculty are eligible to act as the PSM-MB degree program director, vote on PSM-MB degree program issues, serve as a chair or a member of PSM-MB students' non-thesis committees, supervise PSM-MB students' internship work, and teach graduate courses.
4. Disciplinary expertise: The Graduate Faculty in the PSM-MB degree program are expected to have a Ph.D. or an equivalent level degree in molecular biosciences-related disciplines. Representative disciplinary expertise includes biochemistry, biophysics, cell biology, genetics, immunology, microbiology, molecular biology, structural biology, and virology.

C. Approval process for the PSM-MB non-permanent Graduate Faculty membership

1. Non-tenure-track clinical faculty with appointments in SMB may make a written request to the Director of SMB to be a member of the non-permanent Graduate Faculty in the PSM-MB program. The candidacy of applicants will be discussed at a SMB faculty meeting. Approval will require a simple majority vote (more than 50%, either by voice, paper or electronic ballot) of the Graduate Faculty of the PSM-MB program.
2. The SMB Associate Director for Graduate Programs submits annually the list of Graduate Faculty in the PSM-MB degree program to the Dean of the Graduate School for approval, on behalf of the Director of SMB.

D. Discontinuation of Graduate Faculty membership in the PSM-MB program

1. The PSM-MB degree program reserves the right to discontinue the membership of any non-permanent Graduate Faculty, who does not make reasonable efforts to participate and contribute to the PSM-MB graduate student training mission. Such action will require a review by the PSM-MB Curriculum Committee and the approval of the Director of SMB. The Director of SMB will notify the faculty member concerned of the termination date of membership by letter or by electronic notification.
2. Upon request (written) of a non-permanent Graduate Faculty member in the PSM-MB program, his or her membership will be discontinued.

E. Membership appeal process

1. Faculty appeal of any decision regarding the Graduate Faculty membership in the PSM-MB must be made in writing to the Director of SMB within 30 calendar days of the decision. The PSM-MB Graduate Curriculum Committee will investigate the appeal. The recommendation of the Committee will be made to the Director of SMB.
2. The Director of SMB will notify the faculty member concerned of the appeal decision by letter or by electronic notification.

III. Administration

A. The Director of SMB is the ultimate responsible person for the PSM-MB degree program. The SMB Associate Director for Graduate Programs oversees the program activities, on behalf of the Director of SMB. The Director of the PSM-MB degree program conducts the day-to-day management of the PSM-MB degree program activities.

B. Duties of the SMB Director

1. The Associate Director for Graduate Programs and the Director of the PSM-MB degree program are appointed or terminated at the discretion of the Director of SMB.
2. Appoint committee members to the PSM-MB degree program standing committees and *ad hoc* committees, in consultation with the SMB Associate Director for Graduate Programs and the Director of the PSM-MB program.
3. Call meetings of the SMB Faculty, as needed, to discuss any PSM-MB degree program reviews and changes in a timely manner.
4. Approve the admission offers to prospective PSM-MB students recommended by the PSM-MB Admissions Committee, in consultation with the Associate Director for Graduate Programs.
5. Submit changes and updates of the PSM-MB degree program bylaws to the Graduate School, in consultation with the Associate Director for Graduate Programs and the Director of the PSM-MB program.

6. Submit changes to PSM-MB courses or curriculum to the WSU Curriculum Committee, in consultation with the Associate Director for Graduate Programs and the Director of the PSM-MB program.
 7. Serve as an *ex officio* member of the Advisory Board.
- C. Duties of the SMB Associate Director for Graduate Programs
1. Oversee the activities of the PSM-MB program, on behalf of the Director of SMB.
 2. Advise the Director of SMB on the admission offers to prospective PSM-MB students, the revisions to PSM-MB bylaws, and changes to the PSM-MB curriculum in consultation with the Director of the PSM-MB program.
 3. Submit an updated list of PSM-MB Graduate Faculty annually to the Dean of the Graduate School for approval, on behalf of SMB.
 4. Coordinate communication with the Graduate School and other university offices on the PSM-MB degree program and student issues, such as petition memos, non-thesis committee membership approvals, the Program of Study, the submission of PSM-MB degree program bylaws and curricula changes, on behalf of SMB, in consultation with the Director of the PSM-MB program.
 5. Serve as an *ex officio* member of the PSM-MB standing graduate committees and the Advisory Board.
- D. Duties of the Director of the PSM-MB program
1. Day-to-day administration of the PSM-MB program.
 2. Direct the PSM-MB degree program duties of the SMB Graduate Academic Coordinator.
 3. Serve as the Chair of the PSM-MB Admissions Committee and the PSM-MB Curriculum Committee.
 4. Serve on additional committees related to the administration of the PSM-MB program.
 5. Conduct PSM-MB graduate program reviews and changes, in consultation with the PSM Graduate Curriculum Committee and the SMB Associate Director for Graduate Programs.
 6. Conduct annual reviews of PSM-MB students in the spring, in consultation with the PSM-MB Graduate Curriculum Committee and the SMB Associate Director for Graduate Programs, and provide students with individualized reports following their annual review in a timely manner.
 7. Review the PSM-MB degree program bylaws every fifth year and update annually, in consultation with the PSM Graduate Curriculum Committee and the SMB Associate Director of Graduate Programs.
 8. Update the PSM-MB degree program Handbook annually and perform the assessment of the PSM-MB program, as required by the Graduate School, in consultation with the SMB Associate Director of Graduate Programs.

9. Organize at least one PSM-MB Advisory Board meeting every year on the Pullman campus.

IV. PSM-MB Degree Program Standing Committees

- A. The PSM-MB Admissions Committee and the PSM-MB Curriculum Committee are the PSM-MB degree program standing committees. The Director of SMB will make the committee membership assignments, in consultation with the Associate Director for Graduate Programs and the Director of the PSM-MB program. Appointment of committee members will be reviewed and updated annually.
- B. The PSM-MB Admissions Committee shall be composed of five or more PSM-MB degree program Graduate Faculty. The Associate Director for Graduate Programs is an *ex officio* member of this committee. All committee members have equal voting rights.
 1. The Director of the PSM-MB degree program is the Chair of the PSM-MB Admissions Committee. The Chair shall call and preside over meetings of the Admissions Committee. The Graduate Program Academic Coordinator is responsible for taking meeting minutes that are reviewed and approved by the Director of the PSM-MB program.
 2. The PSM-MB Admissions Committee is required to:
 - a. Coordinate the recruiting activities and the selection of applicants for the admission to the PSM-MB degree program and to the combined BS+PSM-MB program.
 - b. Make recommendations to the Director of SMB on admission offers to qualified applicants.
 - c. Serve as a sounding board for new ideas and changes in recruiting activities.
 - d. Develop, maintain and distribute recruiting materials.
 3. The Director of the PSM-MB program, as the Chair of PSM-MB Admissions Committee, is responsible for coordinating the attendance of PSM-MB students at the annual SMB retreat and for the timely reporting of PSM-MB Admissions Committee activities to the SMB Faculty.
- C. The PSM-MB Curriculum Committee shall be composed of at least five or more PSM-MB Graduate Faculty. The Associate Director for Graduate Programs is an *ex officio* member of this committee. All committee members have equal voting rights.
 1. The Director of the PSM-MB degree program is the Chair of the PSM-MB Curriculum Committee. The Chair shall call and preside over meetings of the committee. The Graduate Program Academic Coordinator is responsible for taking meeting minutes that are reviewed and approved by the Director of the PSM-MB program.
 2. The PSM-MB Curriculum Committee is responsible for the design, formulation, and review of policies and procedures for the PSM-MB program. The PSM-MB Curriculum Committee will:

- a. Evaluate and propose revisions to the requirements of the PSM-MB degree program and the combined BS+PSM-MB program, including curriculum and examination procedures.
 - b. Develop and update long-range goals for the PSM-MB and the BS+PSM-MB programs and plan for their attainment.
 - c. Serve as a sounding board for new ideas and changes in academic or administrative issues related to the PSM-MB and the BS+PSM-MB programs.
 - d. Assist in the preparation, revision and review of documents related to the PSM-MB program, including the PSM-MB Graduate Handbook, the PSM-MB degree program bylaws, and the PSM-MB degree program assessments.
 - e. Assist in the nomination and selection of admitted applicants for fellowships and scholarships.
3. The Director of the PSM-MB program, as the Chair of the PSM-MB Curriculum Committee is responsible for timely reporting of PSM-MB Curriculum Committee activities to the SMB Faculty. PSM-MB Curriculum Committee recommendations of program changes are presented to the PSM-MB Graduate Faculty for discussion and vote. A simple majority (more than 50%) of PSM-MB Graduate Faculty is required to pass any program change.
- D. Other PSM-MB Degree Program Committees
1. The Director of the PSM-MB program, in consultation with the SMB Associate Director for Graduate Programs and the Director of SMB, may form additional *ad hoc* committees or subcommittees, as needed.
 2. The addition of new or changes to the existing, standing committees must be approved by amendment to the PSM-MB degree program bylaws.
- E. Graduate Student Representatives in the PSM-MB Standing Committees
1. At the discretion of the Director of SMB, in consultation with the Associate Director for Graduate Programs and the Director of the PSM-MB, PSM-MB graduate student representatives may be added or deleted from any PSM-MB standing committees.
 2. The chair of any committees with student members must excuse the student representatives from meetings during discussions about other students, personnel actions, funding, or disciplinary issues relating to faculty, rankings of existing or prospective students for funding, or student-related disciplinary issues.
- V. PSM-MB Degree Program Advisory Board**
- A. The PSM-MB Advisory Board shall be composed of five or more external, industrial entrepreneurs and WSU faculty. The Associate Director for Graduate Programs and the Director of SMB are *ex officio* members of this Board. All board members have equal voting rights.
- B. The PSM-MB Director is the Chair of the PSM-MB Advisory Board. The Chair shall call and preside over meetings of the Advisory Board. The Graduate Academic Coordinator is

responsible for taking meeting minutes that are reviewed and approved by the Director of the PSM-MB program.

VI. PSM-MB Student Committees

- A. The PSM-MB students will make the initial selection of, and subsequent changes to, their non-thesis committees, in consultation with the Director of the PSM-MB program. Final approval of the committee's membership is at the discretion of the SMB Associate Director for Graduate Programs, who will sign the necessary Graduate School forms, on behalf of SMB.
- B. Non-thesis committees for PSM-MB students
1. The chair of the PSM-MB student's non-thesis committee must be a SMB tenured or tenure-track faculty or a SMB non-tenure track clinical faculty, approved as a Graduate Faculty member in the PSM-MB program. The chair cannot be a non-tenure track research faculty.
 2. The committee must have at least three WSU faculty members. At least two of the three faculty members must be Graduate Faculty in the PSM-MB degree program with a minimum of one being an SMB tenured or tenure-track faculty.
 3. The third member may be from within SMB or from another WSU program, but he/she must hold Graduate Faculty status in his/her own program.
 4. If two of the committee members are related to each other (e.g., married), the committee must have an additional faculty member.
 5. Faculty or Ph.D. level scientists, external to WSU, with appropriate expertise may be approved to serve as a fourth member of PSM-MB students' committees. The Director of the PSM-MB degree program shall forward the signed 'External Committee Member Request' form and the curriculum vitae of the proposed individual to the SMB Associate Director for Graduate Programs, who will attach these documents to the Committee Request form and submit the package of materials to the Dean of the Graduate School for final approval. If the external member is a non-tenured/tenure track faculty member, an additional rationale statement is necessary on the 'Committee Request' form.
 6. In accordance with the Graduate School's Policy and Procedures, a student may not serve on another student's committee.

VII. PSM-MB Graduate Faculty Meetings

The Director of SMB shall call meetings of the SMB Faculty (All PSM-MB degree program graduate faculty are invited to the SMB general faculty meeting) as needed. An agenda as well as articles for discussion will be provided electronically (either by email or via a common server) prior to each meeting. Faculty not present on the Pullman campus at the time of a SMB Faculty meeting may participate by telephone or video conference call. A special meeting to discuss the PSM-MB Graduate Program may be called by petition of five or more PSM-MB Graduate Faculty members.

VIII. Quorum

Unless otherwise specified, a quorum for the purposes of voting and making decisions on PSM-MB graduate program issues is defined as a positive vote from the simple majority (more than 50%) of the PSM-MB degree program Graduate Faculty.

IX. Amendments to PSM-MB Degree Program Bylaws

- A. The PSM-MB degree program bylaws document shall be reviewed every fifth year by the PSM-MB Curriculum Committee and updated annually by the Director of the PSM-MB program, in consultation with the SMB Associate Director for Graduate Programs and the Director of SMB.
- B. Amendments to the bylaws may originate from any PSM-MB degree program Graduate Faculty member. Proposed amendments must be forwarded to the Director of PSM-MB degree program, who will present the proposal to the PSM-MB Curriculum Committee for discussion. After discussion, proposed amendments will be forwarded to the PSM-MB degree program Graduate Faculty electronically at least one week prior to an SMB faculty meeting. Votes on amendments may occur at the faculty meeting or by paper or electronic ballot after the meeting. Amendments to the PSM-MB degree program bylaws require a positive vote from the majority (more than 50%) of the PSM-MB degree program Graduate Faculty.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee of the Faculty Senate for review and final approval.

X. List of PSM-MB Graduate Faculty Members:

These PSM-MB Graduate Faculty have been approved by the tenured and tenure-track faculty of the School of Molecular Biosciences (SMB) and the Director of SMB, as well as the Dean of the Graduate School. The SMB Associate Director for Graduate Programs, on behalf of the Director of SMB is responsible for submitting annual up-dates of these lists to the Dean of the Graduate School for approval.

A. Permanent PSM-MB Graduate faculty are WSU tenured or tenure-track faculty with appointments in SMB.

Alderete, John F.
Black, Margaret
Brosemer, Ronald W.
Carabeo, Rey
Cooper, Cynthia D.

Kim, Kwanhee
Konkel, Michael E.
Magnuson, Nancy S.*
Nilson, John H.*
Oatley, Jon

Davis, William B.
Driskell, Ryan
Gloss, Lisa M.
Goodman, Alan
Griswold, Michael D.
Haseltine, Cynthia A.
Hassold, Terry
Her, Chengtao
Hunt, Patricia
Hunzicker-Dunn, Mary *
Jones, Jonathan C.

Offerdahl, Erika
Reeves, Raymond*
Roberts, Steven
Shelden, Eric A.
Smerdon, Michael J.
Sylvester, Steven
Wang, Susan C.
Watts, Jennifer
Winuthayanon, Wipawee
Wyrick, John J.
Xun, Luying

* Emeritus faculty

B. Non- permanent PSM-MB Graduate faculty are WSU non-tenure track clinical faculty with appointments in SMB

Helmick, Consetta
Hinz, John
McCabe, Norah

Mixter, Phil
Sanchez-Lanier, Mary

The Motion:

I move to accept the PSM-MB Degree Program Bylaws in the School of Molecular Biosciences, as presented.