2. Graduate Program Participants

Each graduate program will designate a program director and an academic or graduate coordinator with duties and responsibilities as outlined below. In some cases, the program director may also fill the role of the graduate program coordinator. All faculty who are eligible for participation as advisory chair for graduate programs within the university (as defined by Graduate School policies below) are eligible to apply for participation in any graduate program within the university. Therefore, the bylaws for each graduate program should clearly delineate the criteria by which such participation will be reviewed and continued or discontinued.

a. Responsibilities of the Graduate Program Director
The director of a graduate program is expected to provide overall academic leadership, develop and implement program policies, represent the interests of the program to the campus and university administrators, and call and preside at meetings of the program faculty. In many programs, the director will be the chair of the department to which the majority of the faculty belong. However, this is not required. When the department chair is also the graduate program director, specific responsibilities may be delegated to a faculty member designated as the Graduate Program Coordinator.

b. Responsibilities of the Graduate Program Coordinator (GPC)
The Graduate Program Coordinator (GPC) recruits, admits, and advises students in the graduate program. In addition, the GPC will serve as interim advisor to new graduate students in the program. The GPC should be a member of the program's graduate program faculty and a WSU employee and is the official representative of the academic unit that offers the graduate program. The GPC maintains familiarity with the policies and procedures of the Graduate School and provides overall coordination of graduate activities within the program. In addition, the GPC generally has the departmental signature authority for recommendations for admissions, and changes to programs of study, advisory committees, and majors. The director of the program may also serve as the GPC.

c. Responsibilities of the Graduate Academic Coordinator (GAC)
The Graduate Academic Coordinator (GAC) typically is a staff position that assists the department chair, director of the program, GPC, and program faculty with the administration of the graduate program, including recruitment, admissions, and academic implementation. The GAC provides support by ensuring that Graduate School and departmental policies and procedures are followed, assisting with graduate student recruitment, coordinating daily activities and information with the Graduate School, and processing forms and maintaining student records in the Graduate Research Management (GRM) module within myWSU. The academic coordinator often supports graduate students by providing information and guidance on program requirements and deadlines. In smaller units, the GPC may also fill the responsibilities of the GAC.

d. Faculty of the Graduate School
The Faculty of the Graduate School consists of faculties of graduate programs of academic colleges that have placed the administration of their graduate program under the Graduate School. An appointment to the Faculty of the Graduate School applies only to the membership of graduate advisory committees. The membership of the Faculty of the Graduate School includes Graduate Faculty, Associate Graduate Faculty, and Auxiliary Graduate Faculty, with roles defined below and summarized in the table following Section 1.D.2.e.

The updated roster of the Faculty of the Graduate School will be posted as soon as possible in the fall semester of each year. The bylaws of individual departments and programs may be more prescriptive in defining the membership of graduate program faculty (see category iv below) than these Graduate School policies but not less so. Membership in each unit’s graduate program faculty (see Section 1.D.2.e below) is determined by the unit’s bylaws.

i. Graduate Faculty membership. The Graduate Faculty consists of tenure-track faculty who demonstrate ability and continuing interest in conducting research and whose academic duties normally involve research expectations as well as instruction or supervision of graduate students.

The Graduate Faculty will be appointed by the vice provost for graduate and professional education, after confirming the faculty member’s WSU tenure-track appointment and terminal degree. It is expected that all tenure-track faculty will be part of the Graduate Faculty.

The duties of members of the Graduate Faculty will be to approve the programs of study leading to advanced degrees, to chair or serve on students’ graduate advisory committees, to establish policies and procedures for the graduate program, to recommend candidates for advanced degrees, and to perform other duties related to graduate education.

All faculty members who hold tenure-track appointments at the university will be automatically reappointed annually to the Graduate Faculty following confirmation of the faculty member’s continued appointment at WSU. Tenure-track emeritus faculty will maintain Graduate Faculty membership.

ii. Associate Graduate Faculty membership. The Associate Graduate Faculty consists of career-track faculty as well as short-term track faculty from USDA and PNNL who clearly demonstrate ability and continuing interest in conducting research and who may be involved in graduate education. Thus, not all faculty in these tracks are qualified for appointment to the Associate Graduate Faculty.

The Associate Graduate Faculty will be appointed by the vice provost for graduate and professional education, after establishing their WSU appointment and their terminal degree as well as after nomination by the oversight authority (i.e., chair or director) of the faculty member’s unit. The nomination must include the faculty member’s current CV as well as a nomination form that includes a short description of the faculty member’s involvement in research and a rationale for inclusion as a member of the Associate Graduate Faculty. Regardless of sub-track (e.g., career track in a research sub-track), nominations by the oversight authority must be made for an Associate Graduate Faculty appointment. The final appointment is contingent upon Graduate School review and approval by the vice provost for graduate and professional education.

The duties of members of the Associate Graduate Faculty will be to approve the programs of study leading to advanced degrees, to chair, co-chair, or serve on students’ graduate advisory committees, to establish policies and procedures for the graduate program, to recommend candidates for advanced degrees, and to perform other duties related to graduate education.
Once appointed to the Associate Graduate Faculty, both career-track and short-term track faculty members will remain on the roster for five years through an automatic reappointment annually, following confirmation of their continued appointment at WSU, unless otherwise specified by the chair or director of the faculty member's unit. After five years, another review with CV and renewal form must be completed before another five-year appointment is granted to career-track Associate Graduate Faculty members. Career-track emeritus faculty will maintain Associate Graduate Faculty membership on a five-year renewal cycle.

iii. **Auxiliary Graduate Faculty membership.** The Auxiliary Graduate Faculty consists of short-term track adjunct or adjoint faculty who clearly demonstrate ability and continuing interest in conducting research and who may be involved in graduate education. Thus, not all adjunct or adjoint faculty are qualified for appointment to the Auxiliary Graduate Faculty.

The Auxiliary Graduate Faculty will be appointed by the vice provost for graduate and professional education, after establishing their WSU appointment and their terminal degree as well as after nomination by the oversight authority (i.e., chair or director) of the faculty member's unit. The nomination must include the faculty member's current CV as well as a nomination form that includes a short description of the faculty member’s involvement in research and a rationale for inclusion as a member of the Auxiliary Graduate Faculty. The final appointment is contingent upon Graduate School review and approval by the vice provost for graduate and professional education.

The duties of members of the Auxiliary Graduate Faculty will be to approve the programs of study leading to advanced degrees, to serve on students’ graduate advisory committees, and to perform other duties related to graduate education. Also, according to section I.B.1.d.4 of the Faculty Manual, adjacent faculty are permitted to co-chair graduate advisory committees.

Once appointed to the Auxiliary Graduate Faculty, members will remain on the roster for three years through an automatic reappointment annually, following confirmation of their continued appointment at WSU, unless otherwise specified by the chair or director of the faculty member’s unit. After three years, another review with CV and renewal form must be completed before another three-year appointment is granted to an Auxiliary Graduate Faculty member.

e. **Graduate Program Faculty.**
The graduate program faculty consists of all faculty members of a unit who contribute to graduate education, including those who are not on the Faculty of the Graduate School.

Graduate program faculty who are not members of the Faculty of the Graduate School may have the opportunity to serve as additional members of a student’s advisory committee, but this is on an ad hoc basis. The graduate program director must nominate the individual for this role to initiate this process. This nomination is then submitted to the Vice Provost for Graduate and Professional Education, who has the authority to make the final decision regarding the appointment. The nomination package must include a current curriculum vitae of the nominee and a completed nomination form. This package is submitted through the GRM system and should be accompanied by either the Program of Study form or the Change of Committee form, as appropriate. For detailed information on the specific composition requirements of advisory committees, please refer to Chapter 7B for Master’s Degree Requirements and Chapter 8B for Doctoral Degree Requirements.

Graduate program faculty membership eligibility is determined by each graduate program as specified in that program’s bylaws and in compliance with current Washington Administrative Code Regulations (WAC 250-61-100). The term “graduate program faculty” is used with this meaning throughout this Graduate School Policy and Procedures Manual.

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1 For all but Graduate Faculty, allowed graduate committee roles are defined by the WSU Faculty Manual and the individual graduate program bylaws. Individual graduate program bylaws may be more prescriptive and limit these roles.

2 Chair or director refers to the chair or director of the academic unit (i.e., department or school).

3 The Faculty Manual defines adjunct and adjoint faculty participation on graduate student committees in section I.B.1.d.3 and I.B.1.d.4.

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