

**Educational Psychology Bylaws**  
**Department of Kinesiology and Educational Psychology**  
**College of Education**  
**Washington State University**

**I. Objectives**

- A. Degrees offered: Ph.D., M.A.
- B. Graduate Certificates: Applied Educational Research Methods, Applied Measurement and Quantitative Methods
- C. Discipline: Educational Psychology is a general reference to the fields of Education and Psychology.
- D. Mission of the Program Specialization: To produce successful professionals in educational psychology who have strong methodological skills, understanding of researchable topics, the ability to develop a research program, the ability to effectively communicate and work with a wide variety of professionals, and skills to understand nuance and ambiguity in educational and work environments.

**II. Membership**

- A. Graduate faculty within the Educational Psychology specialization may be WSU tenured and tenure track faculty, WSU career-track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document, and as defined by the WSU Vice Provost for Graduate and Professional Education. Graduate Faculty within Educational Psychology are expected to have a PhD or equivalent doctoral-level degree in a field related to Educational Psychology. Graduate Faculty designated as initial Educational Psychology Program Graduate Faculty (listed in Section IX of this document) will be approved when new bylaws are approved subsequently added to the program via the process as approved by the Vice Provost for Graduate and Professional Education.
  - 1. WSU Campuses and Extension Site Participation
    - a. The degrees in Educational Psychology are offered through the Pullman Campus of Washington State University as formally approved and authorized by the appropriate accrediting body for Washington State University (e.g., NWCCU). The faculty at other campuses and extension sites support this program but have not been officially approved and authorized to directly advertise and offer the degree as individual campuses.
  - 2. Graduate Faculty Participation
    - a. Participation: Approved tenured and tenure-track Educational Psychology Graduate Faculty at all WSU campuses may participate equally in the Educational Psychology Doctor of Philosophy 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; and supervise research. Graduate faculty for master's degree specializations share equal rights across all campuses.

Graduate Faculty participation in Educational Psychology is independent and separate from academic department, school, or college affiliations.

All active members of the Graduate Faculty of Educational Psychology are eligible to vote on program issues.

- b. **Disciplinary Expertise:** All Graduate Faculty in the Educational Psychology Program must have roles that align with current Washington Administrative Code Regulations (WAC 250-61-100).

Graduate faculty within Educational Psychology are expected to have a Ph.D. in a field related to Educational Psychology. In addition, they must have demonstrated disciplinary expertise in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

- c. **Active Research:** Educational Psychology Graduate Faculty must be actively involved in appropriate research related to Educational Psychology as evidenced by recent external grant or contract support, related peer-reviewed publications, graduate student mentoring, or other relevant professional accomplishments within the past five (5) years.

3. **Faculty Roles** (see II.B for the approval process)

- a. **Tenure Track Faculty:** All Tenure Track Faculty (pre-tenured and tenured) from Educational Psychology are automatically approved Graduate Faculty in Educational Psychology, entitled to act as chair, co-chair, and member of graduate student advisory committees, teach graduate courses, serve as Program Coordinator, and serve on all Educational Psychology Program committees. They are voting eligible.
- b. **Tenure Track Faculty Outside of Educational Psychology:** Tenure Track Faculty from other WSU departments may serve on a graduate committee for Educational Psychology students if they are a member of the Graduate Faculty within their own program or discipline and their committee appointment is approved by the Educational Psychology Graduate Coordinator. They are entitled to act a member of graduate student advisory committees. They may not serve as Program Coordinator nor on Educational Psychology Program committees. They are not voting eligible.
- c. **Career Track Faculty** include non-Tenure Track research, scholar, and career faculty. These WSU career-track faculty may be active Educational Psychology

Graduate Faculty and entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research. When serving as co-chair of a doctoral or master's student committee they must work with a tenured or tenure-track faculty member who is also an active member of the Educational Psychology Graduate Faculty. Career-track faculty members internal to WSU may serve as chair of M.A. non-thesis graduate student committees.

- d. Adjoint and Adjunct Faculty: Professionals external to WSU may be granted Graduate Faculty participation within Educational Psychology if they are first officially approved as adjoint or adjunct faculty for WSU.
- e. Adjunct faculty who are approved as active Educational Psychology Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research. They may not serve as student committee chair or co-chair; Program Coordinator; or as an Educational Psychology Program committee member. They are not voting eligible.
- f. Emeritus Faculty: Educational Psychology Graduate Faculty who enter Emeritus status may complete their current terms as chairs of graduate student advisory committees but may not sit as chair on new student advisory committees. Approved Emeritus Educational Psychology Graduate Faculty are entitled to the Privileges outlined in Section III.G.3 of the WSU faculty manual. They may not serve as Program Coordinator nor on Educational Psychology Program committees. They are not voting eligible. They cannot chair student advisory committees and when serving as co-chair, they must co-chair with a Tenure Track Faculty member who is also a member of the Educational Psychology Graduate Faculty.
- g. Individuals who are not Graduate Faculty in the Educational Psychology Program may serve on graduate student advisory committees as outlined here.
  - a. Faculty who are members of the Graduate Faculty in another WSU graduate program, whose committee appointment is approved by the Program Coordinator of the Educational Psychology Program, may serve on a graduate student's advisory committee. They have no additional rights and responsibilities in this program unless they are approved as Graduate Faculty in the Educational Psychology Program.
  - b. Individuals not officially participating as Graduate Faculty in a Graduate Program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a member for an individual student's advisory committee on a case-by-case basis. The committee chair for that student should forward the name and a curriculum vitae of the desired committee member to the Educational

Psychology Program Coordinator. With approval of the Program Coordinator, the nomination memo (with accompanying CV or other documentation of expertise) is forwarded to the Vice Provost for Graduate and Professional Education for final approval. They have no additional rights and responsibilities in this program.

B. Application and Approval of Membership

1. Initial approved Graduate Faculty within Educational Psychology are listed in Section IX of the initial Program Bylaws and have been approved by the Educational Psychology Program proposed initial Graduate Faculty, proposed Educational Psychology Program Coordinator, and the Vice Provost for Graduate and Professional Education.
2. All potential Graduate Faculty should be nominated by an existing Educational Psychology Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Program Coordinator will circulate application materials to all voting eligible Graduate Faculty prior to the vote. New Graduate Faculty require approval from the majority of voting eligible Graduate Faculty who respond to the vote.

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 the following:

- a. Appropriate Educational credentials as outlined in II.A.2.
  - b. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of an Educational Psychology graduate student.
  - c. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Educational Psychology graduate specialization. This may include serving on graduate program administrative committees; serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
  - d. History of publication of peer-reviewed manuscripts in a discipline related to Educational Psychology.
3. A list of names of newly approved Graduate Faculty, along with a curriculum vitae for each candidate, may be forwarded to the Vice Provost for Graduate and Professional Education at the time that they are approved. With the VP's approval, they will be added to the Graduate Faculty list for the Educational Psychology Program.

C. Continuation of Membership: Graduate Faculty appointments to Educational Psychology Program will be reviewed for continuation of membership by the Program Coordinator yearly, every three (3) years with one third of the membership reviewed each year. They will be evaluated for contributions to graduate instruction, research, and teaching.

Contributions to the Educational Psychology Program shall be a requirement for continued membership. Contributions may take the form of:

1. Committee chair, co-chair, or committee member for graduate students in Educational Psychology.
2. Teaching or co-teaching a graduate course in Educational Psychology.
3. Serving in the administrative and committee structure for Educational Psychology.
4. Serving in the administrative and committee structure of Educational Psychology.
5. Peer-reviewed publication and/or grant procurement related to the Educational Psychology specialization.

D. Discontinuation of Membership

1. Initiation of Discontinuation: Upon request of a Graduate Faculty member of the Educational Psychology Program, with the support of the Program Coordinator, an individual membership can be discontinued. It is up to the Program Coordinator to notify the faculty member that they have been discontinued from the program. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.
2. Membership Appeal Process: Faculty appeal of any membership decision in Educational Psychology must be made in writing to the Educational Psychology Program Coordinator within 30 calendar days of being notified of the decision. An appeal will only be granted if it is supported by the majority of voting eligible Educational Psychology Graduate Faculty who respond to the vote. Final written appeal may be made to the Vice Provost for Graduate and Professional Education within 30 calendar days of the Educational Psychology Graduate Faculty vote.

### III. Administration

- A. Administration of the program and its activities is vested in the Program Coordinator with advice from the Executive Committee. The Program Coordinator is defined as an Educational Psychology faculty member who is either the Chair or the Assistant Chair of the Kinesiology and Educational Psychology (KEP) Department.
- B. Graduate Program Coordinator: The Coordinator of Educational Psychology, as defined in section III, is appointed by the Dean of the College of Education, following the procedures outlined in the College of Education operating documents.
- C. The Coordinator remains in the position until a change in Chair or Assistant Chair is changed by the Dean of the College of Education following standard college operating procedures.
- D. The Coordinator may be removed from office by a majority vote of all active Educational Psychology Graduate Faculty and with the approval of the department chair and dean as described in III.C. above, which follows College procedures.
- E. Duties of the Coordinator in consultation with Graduate Faculty in Educational Psychology:
  1. Provide overall academic leadership for Educational Psychology.
  2. Develop and implement policies for Educational Psychology when needed.

3. Represent the interests of Educational Psychology to the campus and University administrators.
4. Call and preside over meetings of the Graduate Faculty of Educational Psychology.
5. Be responsible for coordinating all Educational Psychology administrative matters within the Graduate School's Policies and Procedures.
6. Submit course or curriculum change or approval forms or ensures that faculty are aware of the need, have discussed and approved the change.
7. Submit bylaws change or approval forms.
8. Be responsible for the accuracy of all publications related to Educational Psychology including student handbooks, recruitment materials, web pages, LPRC/Ed Psych e-board and catalog copy.
9. Coordinate Educational Psychology graduate course teaching assignments with relevant department chairs.
10. Communicate program changes/updates/etc., with the Graduate Office Academic Coordinator and supervise the activities of the Academic Coordinator as they relate to the program.

#### **IV. Committees**

- A. Faculty Committee: Advises and assists the Coordinator in administering Educational Psychology, assists with recruitment, admission, and curriculum.

All Educational Psychology Graduate Faculty comprise the Faculty Committee.

1. Areas in which the Faculty Committee shall assist and advise the Coordinator include:
  - a. Review, develop, and update long-range goals for Educational Psychology and plans for their attainment. These ideas shall be reviewed annually.
  - b. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
  - c. Provide guidance on administration of the Program.
  - d. Nominate members for service on other committees.
  - e. Assist with Educational Psychology program assessment processes.
  - f. Develop an annual recruitment plan, set goals, implement and assess the plan.
  - g. Review all student applications and in conjunction with the Coordinator, decide the disposition of applications as to acceptance or rejection in a timely manner.
  - h. Make recommendations to the Coordinator regarding the financial support of graduate students for their first year.
  - i. Review the curriculum of Educational Psychology.
  - j. Make recommendations for curricular improvements/renewal.
2. Other Committees
  - a. Ad hoc committees may be appointed by the Faculty Committee and Coordinator as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

3. At the discretion of the Coordinator and Faculty, student representation may be added or deleted from any program committee structure.

## V. Graduate Student Advisory Committees

- A. The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and the student's advisor. No change in the graduate student's committee may occur without consultation first between the student and the student's advisor. This consultation may be facilitated by the Coordinator when requested.

In accordance with the Policies and Procedures for the Graduate and Professional Education Office at WSU, graduate students are not permitted to serve on the advisory committees of other graduate students.

- B. The graduate committee of each student shall have a minimum of three members for Master's and three members for Ph.D.
  1. The committee chair for the Ph.D. requires both tenure-track and Graduate Faculty status from Educational Psychology. At least 2 members, including the chair or co-chair, must be tenure-track faculty from Educational Psychology. Career-track and/or external faculty can serve on graduate student committees, but not chair a Ph.D. committee.
  2. The committee chair for the M.A. thesis degree require both tenure-track and Graduate Faculty status from Educational Psychology. A second member will be a tenured or tenure-track faculty. The committee members for M.A. degrees require one additional member with Graduate Faculty status. A fourth member may be added and be career-track or external to WSU. The committee chair for the M.A. non-thesis may be tenure-track or career-track faculty and hold a PhD. Additional committee members may be tenure-track, career-track, adjunct, or external faculty members in accordance with by-laws approval.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually. See the Educational Psychology Handbook for details of the review process.

## VI. Graduate Faculty Meetings

- A. The Educational Psychology Program Coordinator shall call Educational Psychology Graduate Faculty meetings as needed but at least once per academic semester. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Coordinator.
- C. A special meeting of Educational Psychology Graduate Faculty may be called by petition of two or more Graduate Faculty members. Petition is sent to the Coordinator.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General Educational Psychology Graduate Faculty Meetings shall be called with a minimum of one week's notice.

- E. Faculty not present on the Pullman campus at the time of a general Educational Psychology Graduate Faculty Meeting may participate by electronic means.

## **VII. Quorum**

- A. For all general graduate faculty meetings and votes, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the graduate faculty in attendance. No voting of programmatic changes can occur if quorum is not met.
- B. For programmatic committees to conduct a business meeting or make major programmatic changes, 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 are required to pass a motion.
- D. In the event of a tie vote in which the entire graduate faculty is eligible to vote, the Coordinator will decide the outcome of the vote. For tie votes that occur within the programmatic committees, the committee chair will decide the outcome of the vote.

## **VIII. Amendments to Program Bylaws**

- A. The Program Bylaws document shall be reviewed every fifth year by the Faculty committee and annually by the Coordinator.
- B. Amendments to the Bylaws may originate from any eligible Educational Psychology Graduate Faculty member. Proposed amendments must be forwarded to the Coordinator. The Coordinator shall forward these to the Educational Psychology Graduate Faculty electronically at least 2 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 the vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Educational Psychology Bylaws require a positive vote from the majority of all active Educational Psychology Graduate Faculty.
- C. All amendments and revisions must be submitted to the Department Kinesiology and Educational Psychology.

## **IX. List of Proposed Graduate Faculty Participants**

- A. List of initial Educational Psychology Graduate Faculty Participants:
  1. Michael S. Trevisan
  2. Brian F. French
  3. Olusola Adesope
  4. Sarah C. Ullrich-French
  5. Chad M. Gotch
  6. Kira Carbonneau
  7. Zoe Higheagle Strong
  8. Robert W. Danielson
  9. Shenghai Dai

- B. The Coordinator of the Educational Psychology Graduate Program is responsible for submitting an updated list of active and inactive Educational Psychology Graduate Faculty participants to the department chair and Vice Provost for Graduate and Professional Education for approval annually.

**X. History of Educational Psychology Program Bylaws**

- A. Administrative Home: DEPARTMENT OF KINESIOLOGY AND EDUCATIONAL PSYCHOLOGY
- B. Initial bylaws approved by Educational Psychology Graduate Faculty: 02.05.2010  
Initial bylaws approved by Faculty Senate: 10.11.2011
- C. Revised Bylaws approved by Educational Psychology Graduate Faculty: 01.21.2014  
Revised Bylaws by Faculty Senate Graduate Studies Committee: 02.27.2014
- D. Revised Bylaws approved by Educational Psychology Graduate Faculty: 02.10.2019  
Revised Bylaws by Faculty Senate Graduate Studies Committee: 03.07.2019
- E. Revised Bylaws approved by Educational Psychology Graduate Faculty: 9.29.2023