

**Sport Management Program Graduate Bylaws**  
**Pullman Campus**  
**Department of Educational Leadership, Sports Studies, and Educational/  
Counseling Psychology, College of Education**  
**Washington State University**

**Last Revised by Graduate Program Coordinator 2.25.2015**

Approved by Graduate Studies Committee 3.3.2015

**Faculty Senate Approval Date: 3.12.2015**

## **I. Objectives**

- A. Degrees offered: M.A.
- B. Discipline: Sport Management (SpMgt) refers to the established profession focused on the management and administration of the sport and recreation industry, and includes, but is not limited to, content in the areas of sport management, sport marketing, sport law, sport economics and finance, sport communication, sports studies, and athletic administration.
- C. Mission of the Program Specialization: The mission of the Sport Management Graduate Program is to prepare students for a variety of careers as managers/administrators in the sport industry and for further graduate study in sport management, and to conduct research aimed at developing the body of knowledge in sport management.

## **II. Membership**

- A. Graduate Faculty within the Sport Management specialization may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document. All Graduate Faculty must be approved as Graduate Faculty through the process outlined in section B below.

- 1. WSU Campus Participation

- The Master of Arts in Education specialization in Sport Management is offered through the Pullman campus, as formerly approved and authorized by the HECB of Washington State.

- 2. Graduate Faculty Participation

- a. Graduate Faculty participation in Sport Management is independent and separate from academic department, school, or college affiliations.

- b. Approved tenured and tenure track Sport Management Graduate Faculty at all regional campuses, agricultural research and extension centers, and other affiliated university sites may participate equally in the Sport Management 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; supervise research; and act as a program director or committee member.
  - c. All active members of the Graduate Faculty of Sport Management are eligible to vote on program issues.
- 3. Disciplinary Expertise  
Graduate Faculty within Sport Management are expected to have a Ph.D. or equivalent terminal degree in a field related to Sport Management. In addition, they must have demonstrated disciplinary expertise in a field related to Sport Management.
- 4. Active Research or Teaching Appropriate to Sport Management  
Sport Management Graduate Faculty must be actively involved in research or graduate level teaching as evidenced by recent external grant or contract support, relevant peer-reviewed publications within the last 5 years, graduate student mentoring within the last 5 years, teaching of relevant graduate level courses, or other relevant professional accomplishments.
- 5. Non-Tenure Track Graduate Faculty  
Subject to the approval of the Sport Management Graduate Faculty, non-tenure-track faculty may be granted Graduate Faculty status in the Sport Management Program. Approved non-tenure-track faculty may be entitled to act as co-chair or member of graduate student thesis committees; chair or member of non-thesis graduate student committees; teach graduate courses; and supervise research. When a non-tenure-track Graduate Faculty member is serving as co-chair of a student's master's thesis committee, the other co-chair must be a tenured or tenure-track faculty member who is also an active member of the Sport Management Graduate Faculty.
- 6. Individual Committee Members
  - a. *Individual Committee Member Internal to WSU*  
Individuals not officially participating as Graduate Faculty within the Sport Management Program (for example, a faculty member from another WSU department or program) may serve on graduate committees for Sport Management students as long

as they are a member of the Graduate Faculty in their own program or discipline and their committee appointment is approved by the Sport Management Program Graduate **Coordinator**.

*b. Individual Committee Member External to WSU*

Individuals not officially participating as Graduate Faculty within any graduate program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a member or co-chair of a graduate student committee on a case-by-case basis if initially approved as WSU adjunct faculty. An external professional/practitioner who does not hold faculty status at another university or research unit, if initially approved as WSU adjunct faculty, may serve as a member only. The student's committee chair should forward the name and curriculum vitae of the desired committee member to the Sport Management Graduate Coordinator, who will submit the request to the Sport Management Graduate Faculty for approval. Upon approval, the nomination (with accompanying curriculum vitae or other documentation of expertise) is forwarded to the dean of the Graduate School for final approval.

**B. Application for Membership**

1. Initial Graduate Faculty within Sport Management are listed in Section XI of this document and have been approved by the Sport Management faculty, Sport Management Graduate Coordinator, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within Sport Management may be nominated by an existing Sport Management Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and the nominee's curriculum vitae. The Graduate Coordinator will circulate application materials to the Sport Management Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a two-thirds majority of all active Sport Management Graduate faculty.
3. 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 one or more of the following:

- a. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of a Sport Management graduate student.
- b. History of or reasonable expectation of participation, as appropriate, in teaching in the Sport Management graduate specialization. This may include serving as a thesis or non-thesis committee member or chair, or providing graduate level instruction.
- c. History of publication of peer-reviewed manuscripts in a discipline related to Sport Management.

C. Continuation of Active Membership

- 1. Graduate Faculty appointments to Sport Management will be reviewed for continuation of active membership by the Sport Management Graduate Coordinator every 5 years. Graduate Faculty will be evaluated for contributions to graduate instruction, research, and teaching. Such contribution shall be a requirement for continued active membership. Contribution may take one or more of the following forms:
  - a. Service as a committee chair, co-chair, or committee member for graduate students in Sport Management
  - b. Teaching or co-teaching a graduate course in Sport Management
  - c. Supervising research for graduate students in Sport Management
  - d. Peer-reviewed publication or grant procurement related to the Sport Management specialization.
- 2. Faculty who do not make any of the contributions as stated in C.1 above to the Sport Management specialization for five consecutive years will be re-designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Completion of any of the activities described in C.1 above will result in restoration of active Graduate Faculty status, subject to the approval of the active Sport Management Graduate Faculty.

D. Membership Appeal Process

Faculty appeal of any membership decision in Sport Management must be made in writing to the Sport Management Graduate Coordinator within 30 calendar days of the decision. Resolution of the appeal will be decided by a majority vote of the Sport Management Graduate Faculty.

### **III. Administration**

Administration of the program and its activities is vested in the Sport Management Graduate Coordinator with assistance and advice from the Sport Management Graduate Faculty and the Department Chair of Educational Leadership and Counseling Psychology.

#### **IV. Graduate Program Coordinator**

- A. The Sport Management Graduate Coordinator will be elected by majority vote of the Sport Management Graduate Faculty. Final approval of the Program Coordinator resides with the Department Chair and Dean of the College of Education.
- B. The Sport Management Graduate Coordinator shall serve a term of 2 years and is eligible for re-election if nominated to continue in this position with final approval of the dean and chair as described in IV.A. above.
- C. The Sport Management Graduate Coordinator may be removed from office by a majority vote of the Sport Management Graduate Faculty, with approval of the dean and chair as described in IV.A. above.
- D. Duties of the Sport Management Graduate Coordinator
  - 1. Call and preside at meetings of the Graduate Faculty of Sport Management.
  - 2. Be responsible for coordinating Sport Management administrative matters with the College's Office of Graduate Studies.
  - 3. Submit course or curriculum change or approval forms.
  - 4. Submit bylaws change or approval forms.
  - 5. Be responsible for the accuracy of all publications related to the Sport Management graduate program including student handbooks, recruitment materials, web pages, and catalog copy.

#### **V. Graduate Program Faculty Committee**

- A. The Sport Management Graduate Program Faculty Committee advises and assists the Sport Management Graduate Coordinator in administering the Sport Management graduate program, including assisting with recruitment, admission, and curriculum matters.
- B. All tenure-line Sport Management Graduate Faculty comprise the Sport Management Program Graduate Faculty Committee.
- C. Areas in which the Faculty Committee may assist and advise the Graduate Coordinator include:

1. Review, develop, and update long-range goals for the Sport Management graduate program and plans for their attainment.
2. Serve as a deliberating board for new ideas, changes, etc., relative to academic or administrative issues.
3. Provide guidance on administration of the graduate program.
4. Assist with Sport Management graduate program assessment processes.
5. Develop an annual recruitment plan, set goals, implement, and assess the plan.
6. Review all student applications and, in conjunction with the Graduate Coordinator, decide in a timely manner the disposition of applications as to acceptance or rejection.
7. Make determinations regarding the financial support of graduate students.
8. Review and revise the Sport Management Program's graduate curriculum.

## **VI. Graduate Student Committees**

- A. The initial selection of, or subsequent changes to, 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 Department Chair when requested. 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 student shall have a minimum of three members for all College of Education graduate degrees. At least two of the three members of an M.A. degree committee must have Graduate Faculty status. The committee chair for a thesis committee in Sport Management must have both tenure track and Sport Management Graduate Faculty status. The committee chair for a non-thesis committee in Sport Management may be tenure track or clinical faculty and must have Sport Management Graduate Faculty status. **Should a clinical faculty serve as chair of a non-thesis committee, there must be at least one tenure track faculty member on the same committee.**
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.
- D. The initial determination of a graduate student's Program of Study and any subsequent changes thereto must be approved by the student's Committee Chair and Department Chair.

## **VII. Student Representatives**

At the discretion of the Sport Management Graduate Coordinator and Faculty, student representation may be added or deleted from any committee structure, with the exception that, 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.

## **VIII. Graduate Faculty Meetings**

- A. The Sport Management Graduate Coordinator shall call Sport Management 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. A special meeting of the Sport Management Graduate Faculty may be called by petition of two or more Sport Management Graduate Faculty members.
- C. Faculty not present on the Pullman campus at the time of a general Sport Management Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

## **IX. Quorum**

- A. For Sport Management Graduate Faculty meetings and votes, unless otherwise indicated a quorum shall be defined as a minimum of 50 percent of the Graduate Faculty membership.
- B. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.
- C. In the event of a tie vote in which the entire graduate faculty is eligible to vote, the Graduate Program Coordinator 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.

## **X. Amendments to Graduate Program Bylaws**

- A. The Sport Management Graduate Program Bylaws document shall be reviewed every fifth year by the Sport Management Graduate Faculty Committee and annually by the Graduate Coordinator.

- B. Amendments to the Bylaws may originate from any eligible Sport Management Graduate Faculty member. Proposed amendments must be forwarded to the Sport Management Graduate Coordinator, and shall be forwarded to the Sport Management Graduate Faculty at least one week prior to the faculty meeting at which the amendments will be discussed and voted upon. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Sport Management Bylaws require a positive vote from a two-thirds majority of all active Sport Management Graduate Faculty.

## **XI. Sport Management Graduate Faculty Participants**

- A. List of Sport Management Graduate Faculty

Cathryn Claussen  
Tammy Crawford  
Christopher Lebens  
Taeho Kim  
Scott Jedlicka  
Simon Licen  
Yong Chae Rhee  
John Wong

- B. The Sport Management Graduate Coordinator is responsible for submitting an updated list of active and inactive Sport Management Graduate Faculty participants to the relevant department chair, who will then forward the list to the Dean of the Graduate School.

3/10/10; 4/10/10; 4/22/10; 2/1/11; 10/6/11; 1/12/12; 6/28/13; 9/17/14