

BYLAWS OF THE ENVIRONMENTAL SCIENCES PhD PROGRAM WRIGHT STATE UNIVERSITY DAYTON, OHIO

June 27, 2002

(revised March 2, 2005)

(revised May 2011)

Name and Purpose

The name will be the Environmental Sciences PhD Program of Wright State University, which hereafter is referred to as the Program or ES Program, as appropriate. Its purpose is to provide students an opportunity to earn a Ph.D. degree in a training program that is rigorous, interdisciplinary, and of high quality.

Officers

The Dean

The Dean of the College of Science and Mathematics has authority for the Program. The Dean shall appoint the Program Director and assure his or her effectiveness. The Dean is responsible for the funding of the Program within the University budget. These Bylaws are intended to supplement the policies of the participating Schools and Colleges. Where they are in conflict, the policy as interpreted by the Dean will prevail.

The Director

The Director is responsible to the Dean (II. A.) for the administration and implementation of the Program. In addition, the Director will interact with the Dean of the Graduate School in coordinating the activities of the Program within Graduate School and Graduate Council policies and procedures.

The Director is responsible for:

the financial management of the Program and for soliciting financial assistance on behalf of the Program; representing the Program within the University and with other groups as deemed necessary; formulating Program policy when appropriate, with the advice of the relevant committee; such operational policies and regulations as are required to achieve Program goals; and implementing Program policy and guidelines.

The Faculty

Program Faculty

Wright State University (WSU) faculty who have teaching or research interests in the Environmental Sciences or related disciplines and who meet appropriate eligibility criteria (see III.B) may be appointed as Environmental Sciences Doctoral Program Faculty (Program Faculty). Program Faculty may be designated as either Associate members, or Full members according to their qualifications.

Individuals external to the university who are distinguished within the Environmental Sciences or related discipline and who meet appropriate eligibility standards may be appointed as members of the Program Faculty at the Associate level only. They may also serve as Co-Dissertation Directors with approval of the

Program Director.

Program faculty who move away from Wright State University while serving as a Dissertation Director or on a Dissertation Committee may still serve in that capacity with approval of the Program Director.

Appointment to the program faculty is made by the Interdisciplinary Review and Policies Committee (IRPC).

Eligibility Criteria for Initial Appointment

Associate Membership.

WSU faculty who have teaching or research interests in the Environmental Sciences or related disciplines, who hold Adjunct graduate faculty status in the Graduate School, and who are judged to be able to contribute to the Environmental Sciences PhD Program in teaching, research, or service roles are eligible for Associate membership in the program faculty.

Individuals external to WSU who are distinguished within the Environmental Sciences or related discipline, who hold adjunct graduate faculty status in the School of Graduate Studies, and who are judged to be able to contribute to the Environmental Sciences PhD Program are also eligible for Associate membership in the Program Faculty.

Retention of associate membership after initial appointment is subject to periodic review as specified below.

Full Membership.

WSU faculty who meet the qualifications for associate membership in the Program Faculty (III B.1), who hold regular graduate faculty status in the School of Graduate Studies, and who maintain an active research program within the Environmental Sciences or related discipline as evidenced by a current record of publication in peer-reviewed journals and an active research program are eligible for full membership in the program faculty. Retention of full membership after initial appointment is subject to periodic review.

Functions of the Program Faculty

Associate Members

Associate Members may teach core and advanced courses in the ES program.

Associate members who hold regular graduate faculty status may, with the approval of the (IRPC), serve as voting members of student supervisory committees; they may also be appointed, but not elected, to any Program committee except the IRPC.

Associate members with adjunct graduate status may, with the approval of the IRPC, serve as voting members of student Supervisory Committees.

Full Members

Full members may teach core and advanced courses; they may vote in Program Faculty meetings and in elections; they may be appointed or elected to any Standing Committee subject to committee membership guidelines; they may participate in the supervision of pre-dissertation research; they may serve as voting members of student Supervisory Committees; and they may direct a dissertation.

The Membership Process

Application to the Program Faculty is self-initiated with the approval of the Department Chair or concurrence

of the off-campus supervisor for those not employed by Wright State University. For Wright State faculty, graduate faculty status in the Graduate School should be pursued by regular departmental or college procedures. Program faculty applicants who are not employed by WSU may be nominated for adjunct full graduate faculty status by either a department or through the ES Program by the Interdisciplinary Review and Policies Committee (IRPC). In either case, the nomination for graduate faculty status should be considered by the appropriate college graduate committee and, if approved, forwarded to the Graduate School for action by the Graduate Council Membership Committee.

Applications to the Program Faculty will be transmitted by the ES Program Office to the IRPC. The decision of the IRPC will be communicated to the applicant by the Program Director.

Program Faculty members reside administratively where employed. For faculty employed by WSU, duties in the program are a matter of agreement among the faculty member, the department chair, and the Program Director. Chairs have the final responsibility for the assignment of their departmental faculty members. Any evaluation of performance of a Program Faculty member with respect to program duties will be made available to the department chair for developing an overall assessment of performance. For Program Faculty members employed outside WSU, duties are a matter of agreement between the adjunct faculty member and the Program Director with appropriate consultation with WSU department chairs or the off-campus supervisor.

Periodic Review

A review of faculty participation in the ES program will be conducted each year. For each faculty member, review will commence in the second year following initial appointment to the Program, and will be performed every three years thereafter. Faculty under review in a particular year shall be required to submit an evaluation form describing their participation in the program during the preceding three year period (as applicable).

The review shall evaluate teaching, program service, supervisory and research activities (see Appendix). Initial review will be conducted by the Program Director, but any change in membership will only be recommended following consultation with the IRPC, which shall make the final decision, by majority vote, regarding any review or appeal. Faculty members will receive notification of the outcome of the review from the Director, and shall have a period of 14 days following receipt of the Director's notification in which to appeal any review decision. A faculty member who wishes to appeal a review decision may do so in writing by submitting pertinent materials to the IRPC, and may, if they so desire, request a personal hearing with the IRPC.

Program Faculty Meetings

There shall be at least one (1) scheduled meeting each year called by the Director with the date announced in advance, and the agenda furnished at least one week in advance.

Such special meetings as are needed will be called by the Director with at least one-week notice. The Director will call a special meeting within thirty (30) days when petitioned to do so by twenty (20) percent of the faculty. A special meeting will only address the specified items of business.

Items may be placed on the agenda by the Director, by any Standing Committee or by the petition of any Program Faculty member at least two (2) weeks before a scheduled meeting. In case of a petition, the Director, in consultation with the IRPC, shall consider the petition and may either schedule it or refer it to the

appropriate Committee. This shall not abridge the right of any Program Faculty member to present any matter to a scheduled meeting under the appropriate heading of "old" or "new" business.

The quorum at all Program Faculty meetings is twenty five (25) percent of the voting members.

The conduct of meetings:

the right to vote is limited to full members of the Program;

resolutions are passed by a simple majority of those present and voting;

a request for a written ballot may be accepted by the Director or, if seconded, put to a no debatable voice vote of those present;

the Director or the Director's designate shall preside at all Program Faculty meetings;

meetings will be open unless a majority of those present and voting close that particular meeting by vote;

items introduced under "new business" may be discussed, but are not voted on until the subsequent meeting;

the order of business is to be governed by the agenda. The conduct of meetings will adhere to the latest revision of Robert's Rules of Order, except where it may be in conflict with these Bylaws or University Rules.

Committees

Committees will meet as necessary.

Three members constitute the quorum of any Standing Committee.

Eligibility for election or appointment to Standing Committees shall be as defined in Section III C.

Elected committee members serve a two-year term with half of those on each committee replaced each year.

The IRPC appoints a replacement for any vacancy for an elected committee slot between elections. Committee slots appointed by the Director carry a one-year term.

The Director and Standing Committees may appoint ad hoc groups to serve specific purposes. Their function is advisory to the authorizing agent. Supervisory Committees are a special type of ad hoc committee and are covered by separate guidelines (see Policies and Guidelines of the ES Program).

Excepting the Director, no more than two members of a Department should serve on the same Standing Committee.

The committee year is September 1 to August 31.

Standing Committees

Interdisciplinary Review and Policies Committee (IRPC)

Composition:

Only Full Members may serve on the Interdisciplinary Review and Policies Committee (IRPC).

two elected faculty members who are Departmental Chairs;

two elected faculty members who are not chairs;

two faculty members appointed by the Director, not more than one of whom is a Chair;

the Director, who will chair the committee.

Functions:

the IRPC functions in an advisory capacity to the Director:

it recommends policies and guidelines as necessary, which may include for example policies relating to admission, supervisory committees, and student probation;
it develops criteria for faculty membership in the Program; it reviews applications for membership;
it approves membership changes such as may be recommended following periodic review or attainment of qualifications defined in Section III A.3.
it considers such matters as are referred to it by the Director, Program Faculty, or other Committees;
it selects replacement faculty for vacancies that develop in elected committee slots between elections;
it reviews proposed courses and current core courses on an annual basis to assure they meet the interdisciplinary objectives of the program; it reviews the program of study of Ph.D. candidate students, prior to its approval, to ensure the program meets the interdisciplinary objectives of the program;

Student Admissions Committee

Composition:

four elected Program Faculty members;
two faculty appointed by the Director;
the Director, who is ex-officio without vote;
the Director appoints one of the six (6) members as Chair.

Functions:

it is concerned with the interpretation and application of Program admissions standards in the selection of students to be admitted;
It assists in identifying and placing students with appropriate program faculty;
it ranks applicants in order to award financial aid to admitted students;

Occasional Committees (organized on an ad-hoc basis as needed)

Nominating Committee

Composition:

The Director is ex-officio without vote;
the committee will consist of six elected members;
six members are elected from the participating departments (Biological Sciences, Chemistry and Earth and Environmental Sciences); these representatives are elected solely by faculty affiliated with the participating departments.
at the end of his/her first year of service, one committee member is elected chair of the committee for the next year.

Function:

the Committee is charged with preparing a ballot which is broadly representative of the Program Faculty;
the Committee conducts an election each Spring;
the ballot consists of two Program Faculty members nominated for each committee position to be filled by election. Each person so nominated must (a) be an eligible member of the Program Faculty; (b) be approved for such service by his/her Departmental Chair; and (c) have agreed to serve if elected;
the election is to be carried out by a mail ballot sent to Program Faculty members eligible to vote in Program elections;
eligible Program Faculty may vote for each elected position, except as noted for election to the Nominating

Committee (H.1.a.3 and H.1.a.4).

Curriculum Committee

Composition:

two elected Program Faculty representing the core curriculum;
two elected Program Faculty representing the advanced curriculum;
two faculty appointed by the Director;
the Director who is the Chair and may vote.

Functions:

it is concerned with the curriculum of the Program and with adequate evaluation of student and faculty performance in courses, candidacy exams, and the dissertation defense;
it approves courses, lab rotations, internships, and advanced curriculum for the Program;
it is involved in Program re-evaluation as indicated in article V. B.

Program Review and Evaluation

Periodic Program Review

Review of the entire Program by such bodies as the Graduate School, accrediting agencies or the University System of Ohio occurs from time to time. The Program Faculty, under the leadership of the Director, will prepare the self-study.

Periodic Re-evaluation by the Program

The IRPC shall carry out an updating of approved courses yearly, and may review any in detail. The Program Director will carry out an in-depth evaluation of each area of the curriculum, including external evaluation every 5-7 years. When appropriate, the Committee may utilize reviews conducted by others for a different purpose.

Special Review

The Director, with the consent of the Dean, may carry out an ad hoc review of any component of the Program at any time. Such a review may involve external evaluations and will be advisory to the Director.

Periodic Review of Faculty Membership

The Director, in consultation with the IRPC, will carry out an annual evaluation of Program Faculty; each faculty member will be evaluated every three years. (See Section III E).

Adoption

These Bylaws shall become effective when approved by two-thirds of the IRPC, a majority of the Program Faculty members voting in a special mail ballot, and the Deans of CoSM and the Graduate School.

Amendments

These Bylaws may be amended or revised by the same procedure as for Adoption (VI.).

DATES OF APPROVAL AND REVISION:

APPENDIX

Guidelines for Periodic Review of Faculty

Periodic review of the faculty is intended to enhance the quality of the Program. Faculty with a sincere interest in contributing to the Program will be encouraged to develop their contributions and participation via scholarship, teaching and service. These periodic reviews are separate from, and independent of, the annual evaluations performed by departmental faculty development committees and chairs. Initial criteria for appointment at each level are defined in Section III of the Bylaws. Initial appointment and changes in membership status must be approved by the IRPC.

Full program members bear a special responsibility to maintain high levels of research activity, including generation of laboratory and personnel support, as well as high quality teaching and committee service activities. Consequently, research productivity of full members (papers published, grants received) will receive a high weighting in their review, as will their supervisory activities (including dissertation committee service and papers published with student co-authors).

In general, it is expected that Full Members will have a recent record, encompassing the preceding four-year period, of an active research program for which grant support has been obtained or has been sought, will have an appropriate record of publications in peer-reviewed journals, and will have performed committee service (administrative and/or supervisory committees). In some, but not all, cases, the member will also have participated in teaching in the core or advanced curriculum.

In general, faculty who are not active in research (as evidenced by publications and grants) or student supervision, will be recommended for Associate membership. However, some faculty who perform unique or extensive teaching or committee service may retain full membership status. This group might include, for example, faculty who teach extensively in the core or advanced curriculum, or faculty, who because of particular skills, serve on several student Supervisory Committees.

Associate membership will be retained by faculty who have a sincere interest in contributing to the Program and who perform occasional teaching or service duties (including serving on Supervisory Committees) for the Program.

Any faculty whose graduate faculty status changes must immediately notify the Program Director, in order for their Program membership to be modified accordingly. At any time, faculty members may request a change in status, e.g. Full to Associate, or Associate to Full, by submitting a written request, and all relevant material, to the Program director.

The names of faculty who do not retain graduate faculty status, who do not participate in any way in Program activities during the review period, or who no longer wish to be affiliated with the Program, will be removed from the list of Program faculty, subject to these bylaws.