

Graduate Program in Mathematics and Statistics

Program Bylaws

Washington State University

Administrative Home: Graduate Program in Mathematics and Statistics

Last Revised by Faculty: August 15, 2015

Faculty Senate Approval Date: Fall 2015

1 Objectives

1.1 Degrees offered

MS, PhD

1.2 Discipline

Mathematics and Statistics

1.3 Mission of the program

To educate and develop leaders in Mathematics and Statistics with careers in academic settings (research and teaching at the undergraduate level and beyond), and in industrial and business settings.

The degree of Master of Science (MS) in Mathematics represents substantial mathematical and statistical training beyond the baccalaureate, which is sufficient for many career goals, such as teaching at the undergraduate level, and positions in industry. The degree of Doctor of Philosophy (PhD) in Mathematics is awarded in recognition of distinctive scholarship and original contributions to knowledge in Mathematics. The PhD program is especially designed to prepare the student for teaching at the graduate level, and doing mathematical and statistical research in academic settings, and in industrial and business settings.

2 Membership

2.1

All tenured and tenure-track WSU Mathematics and Statistics Department faculty are initially active Graduate Faculty within the Graduate Program in Mathematics and Statistics. Graduate Faculty within the Graduate Program in Mathematics and Statistics may also be other WSU tenured, tenure-track or non-tenure-track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document and to be subsequently approved as Graduate Faculty through the process outlined in section B below.

1. WSU Campus Participation

- (a) Tenured and tenure-track Mathematics Graduate Faculty at all regional campuses and other affiliated university sites may participate equally in the Graduate Program



in Mathematics and Statistics as supporting site faculty with full program rights and responsibilities. As such they are entitled to serve as chair, co-chair, or member of graduate student committees; teach graduate courses; supervise research; and serve as a member of the Mathematics and Statistics Graduate Studies Committee or its Chair.

2. Graduate Faculty Participation

- (a) Graduate Faculty participation in the Graduate Program in Mathematics and Statistics is independent and separate from academic department, school, or college affiliations.
- (b) The MS and PhD degrees in Mathematics are offered through the Pullman campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington St
- (c) All active members of the Graduate Faculty of the Graduate Program in Mathematics and Statistics are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty within the Graduate Program in Mathematics and Statistics are expected to have a PhD or equivalent doctoral-level degree in a field related to the Graduate Program in Mathematics. In addition, they must have demonstrated disciplinary expertise in a field related to the Graduate Program in Mathematics and Statistics, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to the Graduate Program in Mathematics and Statistics.

Mathematics and Statistics Graduate Faculty must be actively involved in research and graduate level teaching related to Mathematics and Statistics as evidenced by recent external grant or contract support, related 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

- (a) Internal to WSU: Non-tenure-track Graduate Faculty internal to WSU include research, clinical, and affiliate faculty. Other non-tenure-track faculty internal to WSU (research, clinical, affiliate) may be active Mathematics and Statistics Graduate Faculty and entitled to serve as co-chair or member of graduate student committees; teach graduate courses; and supervise research. When serving as co-chair of a student committee they must work with a tenured or tenure-track faculty member who is also an active member of the Mathematics and Statistics Graduate Faculty. Clinical Mathematics and Statistics Graduate Faculty are entitled to serve as chair of a graduate student's master's committee
- (b) External to WSU: Professionals who are not WSU faculty may be granted Graduate Faculty participation within the Graduate Program in Mathematics and Statistics if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Mathematics and Statistics 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, nor serve as a



member of the Graduate Studies Committee.

6. External Individual Committee Members: Individuals not officially participating as Graduate Faculty within the Graduate Program in Mathematics and Statistics (for example, a faculty member from another program or university) may be approved to serve as a thesis/dissertation committee member for an individual student on a case- by-case basis where a case is defined by the student and the external individual. The committee chair for that student should forward the name of the desired committee member with a curriculum vitae to the chair of the Graduate Studies Committee. With approval of the Graduate Studies Committee, the nomination is then forwarded to the Dean of the Graduate School for final approval.

2.2 Application for Membership

1. Initial Graduate Faculty within the Graduate Program in Mathematics and Statistics are listed in Section 9.1 of this document and have been approved by the existing Graduate Mathematics and Statistics faculty and Dean of the Graduate School.
2. All new tenured and tenure-track WSU Mathematics and Statistics Department faculty will automatically become active Graduate Faculty within the Graduate Program in Mathematics and Statistics.
3. Other candidates for Graduate Faculty participation within the Graduate Program in Mathematics and Statistics should be nominated by a Mathematics and Statistics Graduate Faculty member (or may self-nominate) by petition to the Chair of the Graduate Studies Committee. The petition should include a letter of nomination and a curriculum vitae for the nominee. The Chair will circulate application materials to all active Graduate Faculty prior to voting and administer the process of voting. Acceptance as Graduate Faculty requires a positive vote from a majority of faculty who respond to the vote.
4. 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 Mathematics and Statistics graduate student.
 - (b) History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Mathematics and Statistics graduate program. This may include serving on graduate program administrative committees; serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
 - (c) History of publication of peer-reviewed manuscripts in a discipline related to Mathematics and Statistics.

2.3 Continuation of Active Membership

1. Graduate Faculty appointments to the Graduate Program in Mathematics and Statistics for members who are not WSU Mathematics and Statistics Department



faculty will be reviewed for continuation of active membership by the Graduate Studies Committee every third year of their appointment. They will be evaluated based on contributions to graduate instruction, research, and teaching. Contributions to the Graduate Program in Mathematics and Statistics shall be a requirement for continued active membership. Contributions may take the form of:

- (a) Committee chair, co-chair or member for graduate students in the Graduate Program in Mathematics and Statistics.
 - (b) Teaching or co-teaching a graduate course in Mathematics and Statistics.
 - (c) Supervising research for graduate students in Mathematics and Statistics.
 - (d) Serving in the administrative and committee structure of the Graduate Program in Mathematics and Statistics.
2. Faculty who are not WSU Mathematics and Statistics Department Faculty and who do not make any of the contributions as stated in Item 1 above to the Graduate Program in Mathematics and Statistics for three consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any of the activities described in Item 1 above will result in restoration of active Graduate Faculty designation.

2.4 Discontinuation of Membership

Upon request of an active or inactive Graduate Faculty member, that individual's membership will be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty membership at any time.

2.5 Membership Appeal Process

Appeal of any membership decision in the Graduate Program in Mathematics and Statistics must be made, by the affected individual, in writing to the Chair of the Graduate Studies Committee within 30 calendar days of the decision. The appeal is determined by a majority vote of all Mathematics and Statistics Graduate Faculty (see Section 7 for definition of quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Mathematics and Statistics Graduate Faculty vote.

3 Administration

Administration of the program and its activities is vested in the Mathematics and Statistics Graduate Studies Committee (GSC).

3.1 Chair of the GSC

1. The Chair shall serve a term of 2 years and is eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the deans as described in Item 1.
2. The Chair of the Mathematics and Statistics Graduate Studies Committee will be nominated by any active Mathematics and Statistics Graduate Faculty and



accepted by majority vote of the active Mathematics and Statistics Graduate Faculty. The Chair of the Department of Mathematics and Statistics will administer the process of voting. Final approval of the Chair of the GSC resides with the Chair of the Department of Mathematics and Statistics, Dean of the College of Sciences and the Dean of the Graduate School.

3. The Chair may be removed from office by a majority vote of all active Mathematics and Statistics Graduate Faculty and with the approval of the deans as described in Item 1.
4. The duties of the Chair are to provide experienced leadership in Graduate Program matters, to serve as the representative of the GSC to the university at large, and to preside over GSC and Graduate Faculty functions. Specific duties include, but are not limited to:
 - (a) Call and preside at meetings of the GSC and serve as a voting member.
 - (b) Represent the interests of the Graduate Program in Mathematics and Statistics to the campus and University administrators.
 - (c) Manage the budgets of the Graduate Program in Mathematics and Statistics in consultation with the Chair of the Department of Mathematics and Statistics.
 - (d) Be responsible for the accuracy of all publications related to the Graduate Program in Mathematics and Statistics including web pages and catalog copy.
 - (e) Coordinate Mathematics and Statistics graduate course teaching assignments with relevant department chairs.
 - (f) Coordinate with the Graduate Program Coordinator (GPC) in activities related to the Graduate Program.
 - (g) Coordinate the Graduate Program in Mathematics and Statistics assessment process.
 - (h) Submit an updated list of active and inactive Mathematics and Statistics Graduate Faculty participants to the Dean of the Graduate School for approval annually.



3.2 Graduate Studies Committee (GSC)

1. The Mathematics and Statistics Graduate Studies Committee shall be composed of 5 active Graduate Faculty members and be chaired by the Chair of the GSC. The committee members will be appointed by the Chair of the Mathematics and Statistics Department for a 1 year term (renewable).
2. The GPC shall record and distribute minutes of each meeting to the graduate faculty and maintain one copy in the Graduate Program records.
3. The duties of the GSC are to provide overall academic leadership for the Graduate Program in Mathematics and Statistics and to serve as the governing body in all Program decisions and policy. Specific duties include, but are not limited to:
 - (a) Serve as the governing body for all decisions on matters of membership, acceptance, discipline, and any other status decisions related to the Graduate Faculty, the graduate student body, and prospective graduate students.
 - (b) Provide all policy decisions for the Graduate Program in Mathematics and Statistics.
 - (c) Review, develop and update long-range goals for the Graduate Program in Mathematics and Statistics and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty.
 - (d) Annually review and recommend amendments to these bylaws.
 - (e) Provide guidance on administration of the Program.
 - (f) Assist with the Graduate Program in Mathematics and Statistics assessment process.

3.3 Other Committees

Other ad-hoc committees may be appointed by the Mathematics and Statistics Graduate Studies Committee as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

4 Graduate Student Committees

4.1

The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and the student's advisor. 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.

4.2

The graduate committee of each student shall have a minimum of three members for MS and for PhD. A majority of committee members shall be active Mathematics and

Statistics Graduate Faculty members.

4.3

As specified in the Graduate School's Policies and Procedures manual, the performance of each graduate student shall be reviewed annually.

5 Student Representatives

At the discretion of the Chair of the Mathematics and Statistics Graduate Studies Committee and Mathematics and Statistics Graduate Faculty, student representation may be added or deleted from any committee structure. 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.

6 Graduate Faculty Meetings

6.1

The Chair of the Mathematics and Statistics Graduate Studies Committee shall call Mathematics and Statistics Graduate Faculty meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda in advance.

6.2

Other meetings may be called at the discretion of the Chair of the Mathematics and Statistics Graduate Studies Committee.

6.3

A special meeting of Mathematics and Statistics Graduate Faculty may be called by petition of 5 or more Graduate Faculty members.

6.4

Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General Mathematics and Statistics Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.

6.5

Faculty not present on the Pullman campus at the time of a general Mathematics and Statistics Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

6.6

All proposals for Mathematics and Statistics Graduate Program curricular and policy changes must be approved by the Mathematics and Statistics Graduate Faculty.

7 Quorum for Graduate Faculty Meetings

Unless specified otherwise, a quorum for purposes of voting and other decision making is defined as the majority of active Mathematics and Statistics Graduate Faculty.

8 Amendments to Program Bylaws

8.1

The Program Bylaws document shall be reviewed every fifth year by the Mathematics and Statistics Graduate Studies Committee and annually by the Chair of the Graduate Studies Committee.

8.2

Amendments to the Bylaws may be initiated by any eligible Mathematics and Statistics Graduate Faculty member. Proposed amendments must be forwarded to the Mathematics and Statistics Graduate Studies Committee and the Chair of the Mathematics and Statistics Graduate Studies Committee. After discussion, proposed amendments shall be forwarded to the Mathematics and Statistics Graduate Faculty at least 3 days prior to the faculty meeting at which the amendments will be discussed. After discussion and possibly further amendments, the faculty may choose to vote on an amendment, table it for a future meeting, or elect to vote electronically or by secret ballot. Amendments to the Graduate Program in Mathematics and Statistics Bylaws require a positive vote of all active Mathematics and Statistics Graduate Faculty.

8.3

All amendments and revisions must be submitted to the University Graduate Studies Committee and Faculty Senate for review and final approval.

9 Initial Graduate Faculty Participants

9.1 List of initial Mathematics Graduate Faculty Participants

1. K. A. Ariyawansa
2. T. J. Asaki
3. K. D. Cooper
4. S. C. Cooper

5. N. Dasgupta
6. R. H. Dillon
7. A. Dimitrov
8. M. Evans
9. A. Genz
10. M. Hudelson
11. M. Jacroux
12. K. Jandhyala
13. M. J. Kallagher
14. A. Khapalov
15. L. Knott
16. B. Krishnamoorthy
17. S. Lapin
18. H. Li
19. V. S. Manoranjan
20. J. McDonald
21. R. B. Mifflin
22. A. Panchenko
23. J. Pascual
24. M. F. Schumaker
25. E. J. Schwartz
26. D. Slavit
27. M. Tsatsomeros
28. K. R. Vixie
29. D. S. Watkins
30. W. A. Webb
31. D. J. Wollkind

32. M. YinH.



9.2

The Chair of the Mathematics and Statistics Graduate Studies Committee is responsible for submitting an updated list of active and inactive Mathematics and Statistics Graduate Faculty participants to the Dean of the Graduate School for approval annually.