

School of Music Graduate Program Bylaws
Washington State University
Administrative Home: College of Arts and Sciences
Last Revised by Faculty: October 2022
Faculty Senate Approval Date: February 2023

I. Objectives

- A. Degrees offered: Master of Arts in Music
- B. Discipline: The field of music has generally accepted divisions among which WSU offers theory, history, performance (including conducting), composition, and music education. While these divisions may be further divided, the applicable subdivisions at WSU are instrumental and vocal performance, conducting, music education, and jazz studies.
- C. School of Music Vision, Mission, Values, and Goals

Vision

Music is an essential part of human life, found in every culture across the globe. WSU's School of Music, long recognized for excellence in performance and pedagogy, will contribute to the advancement of music through widely visible and impactful creative activity, scholarship, and research. It will prepare the next generation of musical leaders as professional performers, composers, and educators, and through offerings for general students, foster in the next generation of societal leaders, appreciation and support for music's value and centrality to society.

Mission

Washington State University is a public land-grant research university that is committed to the principles of practical education for all, scholarly inquiry that benefits society, and the sharing of expertise to positively impact the state and communities. Acting as local and global ambassadors, the School of Music students and faculty embrace this mission by promoting musical curiosity, cultural awareness, and critical engagement through artistic creation, pedagogy, and scholarship.

While preparing its students to be successful, innovative, and employable musicians in a 21st-century career field, the School of Music also strives to make its expertise available to anyone who seeks to benefit from it, regardless of where they live, where they come from, what they believe, or what their life experiences have been.

All efforts are directed toward the betterment of human existence through the uncovering of new information, the discovery of how to use that information to solve problems, and the creative expression of human experience. We serve diverse communities across the wide reach of the WSU institution, through a musical practice that is fundamental to emotional wellness, constructive dialogue, and self-reflection.

Values

In the School of Music, our values are in line with those articulated in the university's strategic plan.

Land-Grant Ideals: We are committed to the land-grant ideals of access to practical education for all regardless of background, the teaching of skills and knowledge necessary to be an engaged community member, scholarly inquiry for the betterment of society, and the sharing of institutional expertise with state residents. We believe access to music study and quality performances of diverse literature is essential for all.

Community: We are committed to the "Cougar Spirit" in WSU graduates that emphasizes community; both the community which university faculty, staff and students live and in the one made up of the family of Cougs worldwide. We believe music is a community building endeavor, both as an audience member and performer.

Integrity, Trust, and Respect: We are committed to ensuring trust and respect for all persons in an environment that cultivates individual and institutional integrity in all that the University does. We believe music allows for individual expression, builds determination, and, as music is a communal endeavor, engenders respect for others through the act of music making.

Equity, Diversity, Inclusion, and Belonging: We are committed to the promotion of an ethical and socially just society through an intentional commitment to equity, diversity, and inclusion. We are dedicated to an inclusive environment which encompasses diverse repertoire and composers, as well as methods of approaching, performing, teaching, and thinking about music, making it central to all our research, teaching, and service activities.

Global Citizenship: We are committed to stewardship of the planet's resources to ensure its vitality, as well as actions focused on social responsibility and cultural empathy in the context of an interconnected world. We believe music is an essential cultural window that creates empathy, connectedness, and understanding.

Freedom of Expression: We are committed to the free exchange of ideas in a constructive and civil environment, including the canons of academic freedom in teaching, research, and outreach. We believe music allows expression of all forms in unique and powerful ways. Music engages the mind, allows for critical thinking, and enables outreach due to its inherent accessibility.

Wellbeing: We are committed to the whole-person wellness for all members of the institution and a belief it is WSU's responsibility to contribute to the overall wellness of our communities and the broader society in which individuals reside. We believe music allows for individual expression, creative freedom, and provides a healthy and happy society.

Goals

In the School of Music, our goals are in line with those articulated in the university's strategic plan.

Goal 1: Research, Innovation, and Creativity

Engage in professional activity at international, national, regional, and state levels, supporting the WSU mission of leading innovation and creativity through performances including conducting, recordings, videos, presentations at international and national conferences, published compositions, arrangements, articles, books, etc.

Goal 2: Student Experience

The School will continue to focus its teaching and scholarship on core integrative studies in performance, composition, and music education, while creating new degree options that meet the demands of 21st-century careers within a global society, including music business and music therapy. All offerings will emphasize musical versatility and practicality, building on existing internationally recognized achievements in performance and composition while increasing recognition of equal importance in all areas of the School of Music.

Teach students the knowledge and skills to be musicians and the pedagogical skills to pass this knowledge on to the next generation, including teaching about societies; culture and relationships; social, cultural, and psychological impacts on humanity; embracing diversity in the arts; outreach and engagement; transformative experiences; and creativity.

Provide a creative, vigorous, progressive, and integrative academic and performance-based curriculum in professional and liberal arts degrees, in music minors, and in UCORE courses, designed to meet the current and future needs of professional and amateur musicians.

Recruit and train high-quality music majors for a variety of successful careers in the music field, such as skilled performers, composers, arts administrators, recording engineers, and teachers at all levels (university, college, public/private schools, and private studios).

Provide equipment, musical instruments, and facilities that are of the highest quality and meet the needs of an enterprising, technologically growing society.

Goal 3: Outreach, Extension, Service, and Engagement

In support of our mission as a land-grant institution, the School of Music will actively engage with the community within Pullman, as well as the state, region, nation, and world.

Expand our on-campus presence.

Provide education and music off campus.

Goal 4: Institutional Effectiveness and Infrastructure

Budget and planning: Align financial resources with strategic plan goals.

Modernization of infrastructure: Modernize facilities, technology, business practices, and campus environments.

Staff recruitment and retention: Increase the hiring and retention of exceptional faculty and staff who represent diversity in all its forms, to advance research and the educational experience.

II. Membership

- A. Faculty of the Graduate School for the School of Music program 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. All Faculty of the Graduate School must be approved as Faculty of the Graduate School through the process outlined in section B below.
 1. WSU Campus Participation

The Master of Arts degree in Music is offered through the Pullman and Global campuses of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at Vancouver, Spokane, Everett, and Tri-Cities are not approved nor authorized by the HECB to directly advertise and offer the degree.
 2. Faculty of the Graduate School Participation
 - a. Faculty of the Graduate School participation in the School of Music is independent and separate from academic department, school, or college affiliations.
 - b. All active members of the School of Music Faculty of the Graduate School on at least a 50% appointment are eligible to vote on program issues.
 - c. The participation of emeriti faculty will be determined by the Graduate Program Director on a case-by-case basis.
 3. Disciplinary Expertise

Faculty of the Graduate School for the School of Music are expected to have a DM, DA, DMA, PhD, or equivalent doctoral-level degree in a field related to music. Faculty with a master's degree in music will be considered on an individual basis. In addition, all Faculty of the Graduate School must have demonstrated disciplinary expertise in a field related to music, interest and experience in mentoring and teaching of graduate studies in this field, and relevant professional accomplishments.
 4. Active Research Appropriate to the School of Music

School of Music Faculty of the Graduate School must be actively involved in research and graduate-level teaching in music as evidenced by recent external grant or contract support, related peer-reviewed research and creative activity with the last five years, graduate student mentoring within

the last five years, teaching of relevant graduate-level courses, or other relevant professional accomplishments.

5. Career-Track Graduate Faculty
 - a. Internal to WSU

Career-track Faculty of the Graduate School internal to WSU include teaching, research, scholarly, clinical, and affiliate faculty. They may be active School of Music Faculty of the Graduate School and are entitled to act as chair, co-chair, or a member of graduate student committees, teach graduate courses, and supervise research and creative activity.
 - b. External to WSU

Professionals who are not WSU faculty may be granted with Faculty of the Graduate School participation within the School of Music if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active School of Music Faculty of the Graduate School are entitled to act as a member of graduate student committees, teach graduate courses, and supervise research and creative activity. They may not serve as student committee chair or co-chair, Graduate Program Director, or as a School of Music Program committee member.
6. External Individual Committee Members
 - a. Individual committee members internal to WSU

Individuals not officially participating as Faculty of the Graduate School within the Music Program (for example, a faculty member from another WSU department or program), may serve on graduate committees as long as they are a member of the Faculty of the Graduate School in their own program or discipline and their committee appointment is approved by the Graduate Program Director of the School of Music.
 - b. External individual committee members

Individuals not officially participating as Faculty of the Graduate School within any program at WSU (for example, a faculty member from another university or external entity) may be approved to serve as a committee member for an individual student on a case-by-case basis. The committee chair for that student should forward the name and a CV of the desired committee member to the Graduate Program Director of the School of Music. With approval of the Graduate Program Director, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Vice Provost for Graduate and Professional Education for final approval.

B. Application for Membership

1. Initial Faculty of the Graduate School with the School of Music are approved by the School of Music faculty, the School of Music Graduate Program Director, and the Vice Provost for Graduate and Professional Education.
2. All tenured and tenure-track faculty in Music are automatically granted Faculty of the Graduate School status. Eligible career-track faculty may be appointed to the

Faculty of the Graduate School on a case-by-case basis following review of a CV by the Graduate Program Director.

3. In addition to a commitment to maintain the highest standards of mentoring for graduate students, anticipated contributions or qualifications for all successful Faculty of the Graduate School applicants include one or more of the following:
 - a. Evidence of an active, funded research program that can plausibly be relied upon as the source of continuing support of a School of Music graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, or other functions of the School of Music graduate program. This may include serving on graduate program administrative committees, serving as a committee member or chair, or providing graduate-level instruction.
 - c. History of significant visibility of peer-reviewed research and creative activity.

C. Continuation of Active Membership

1. Faculty of the Graduate School appointments to the School of Music will be reviewed for continuation of active membership by the Program Director every three years with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate instruction, research and creative activity, and teachings. Contributions to the School of Music graduate program 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 School of Music.
 - b. Teaching or co-teaching a graduate course in music.
 - c. Supervising research and/or creative activity for graduate students in music.
 - d. Serving in the administrative and committee structure of the School of Music.
2. Faculty who do not make any of the contributions as stated in C.1 above to the music program for three consecutive years will be designated as inactive Faculty of the Graduate School. Inactive Faculty of the Graduate School do not have voting rights. Initiation of any of these activities described in C.1 above will result in restoration of active Faculty of the Graduate School designation.

D. Discontinuation of Membership

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

E. Membership Appeal Process

Faculty appeal of any membership decision in the School of Music must be made in writing to the Director of the School of Music within 30 calendar days of the decision. The appeal is determined by majority vote of all School of Music Faculty of the Graduate School. Final written appeal may be made to the Vice Provost for Graduate and Professional Education within 30 calendar days of the School of Music Faculty of the Graduate School vote.

III. Administration

The Director of the School of Music is also the Graduate Program Director. Administration of the program and its activities is vested in the Director of the School of Music with assistance from the Graduate Program Coordinator, a faculty member chosen by the director.

IV. Graduate Program Director

Duties of the Director of the School of Music:

1. Provide overall academic leadership for the School of Music graduate program.
2. Develop and implement policies for the School of Music graduate program.
3. Represent the interests of the School of Music graduate program to the campus and University administrators.
4. Call and preside at meetings of the Faculty of the Graduate School of the School of Music.
5. Be responsible for coordinating all School of Music administrative matters within the Graduate School.
6. Manage the budgets of the School of Music graduate program.
7. Submit course, curriculum change, or approval forms.
8. Submit bylaws change or approval forms.
9. Be responsible for the accuracy of all publications related to the School of Music graduate program including web pages and catalog copy.
10. Coordinate School of Music graduate course teaching assignments with relevant department chairs.
11. Supervise the activities of the School of Music Graduate Program Coordinator as they related to the program.
12. Appoint Faculty of the Graduate School to the Academic Student Employee Advisory Committee, which makes recommendations to the Graduate Program Director regarding the offers of ASE positions to graduate applicants.
13. Serve as an ex officio/non-voting member of the Academic Student Employee Advisory Committee.

V. Graduate Program Coordinator

The Graduate Program Coordinator advises the Director in administering the School of Music Graduate Program and performs duties delegated by the Director. Areas in which the Graduate Program Coordinator shall assist and advise the Director include:

1. Review, develop, and update long-range goals for the School of Music Graduate Program and plans for their attainment.
 - a. These ideas shall be presented at least once annually to a meeting of all faculty.

2. Serve as a sounding board for new ideas, changes, as well as other academic or administrative issues.
3. Provide guidance on administration of the program.
4. Assist with the graduate program assessment process.
5. Work to develop and maintain recruiting materials as required.
6. Coordinate all recruitment efforts with the Faculty of the Graduate School.
7. Review all student applications in conjunction with the Director.
 - a. After consultation with the appropriate Faculty of the Graduate School, decide the disposition of applications as to acceptance or rejection in a timely manner.
8. Serve as an ex officio/non-voting member of the Teaching Assistantship Advisory Committee.
9. Regular (at least annual) review of the graduate curriculum.
10. Make recommendations to Faculty of the Graduate School regarding curricular revisions.
 - a. Such recommendations are forwarded to the Director of the School of Music to be presented to the Faculty of the Graduate School for approval by majority vote.
11. Prepare drafts of course or curricular change forms for revision and submission by the Director.
12. Provide guidance to graduate students on program of study, committee selection, and other issues related to their success within the School of Music Graduate Program.
13. Assure that all students in the program receive timely written annual reviews.
14. Coordinate the graduate assessment documentation and activities.

VI. Graduate Student 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. 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, chosen from the WSU School of Music Graduate Faculty as listed in Section XI. Two must be from the student's program and at least one (of those two) must be tenured/tenure-track.
- C. All three committee members noted above must hold a degree of comparable level to the degree sought by the candidate.
- D. An additional (fourth) committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program but is not a member of the Faculty of the Graduate School, may be requested for approval by the Vice Provost for Graduate and Professional Education. This might be a faculty member from another graduate program at WSU or from another university, or an individual from an appropriate government, business, or industry organization, who is not designated as an official Faculty of the Graduate School of a program. Such an individual may be nominated and approved to serve on a graduate student committee

on a case-by-case basis by the program upon written request by the program chair to the Vice Provost for Graduate and Professional Education. A current CV must be included with the written request.

- E. The chair of the committee may be a tenured, tenure-track, or career-track member of the Graduate Faculty. If they have not previously chaired a graduate committee, a co-chair committee member must be chosen who has served before as a chair. The first-time chair is designated as co-chair.
- F. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually by the School of Music Faculty of the Graduate School.

VII. Student Representatives

At the discretion of the School of Music Graduate Program Director and Faculty of the Graduate School, student representation may be added or deleted from any committee structure. However, 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 School of Music Graduate Program Director or designee shall call Faculty of the Graduate School meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda in advance.
- B. A special meeting of Faculty of the Graduate School may be called by petition of five or more Graduate Faculty Members.
- C. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via email. General Faculty of the Graduate School meetings shall be called with a minimum of one week's notice.
- D. Faculty not present on the Pullman campus at the time of a general Faculty of the Graduate School meeting may participate by telephone conference call or other electronic means.

IX. Quorum

- A. For all general Faculty of the Graduate School votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Program membership.
- B. For programmatic committees, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- C. Unless otherwise indicated, a simple majority of ballots cast are required to pass a motion.

- D. In the event of a tie vote in which the entire Faculty of the Graduate School is eligible to vote, the Graduate Program Director will decide the outcome of the vote.
 - a. For tie votes that occur within programmatic committees, the committee chair will decide the outcome of the vote.

X. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Graduate Program Coordinator and annually by the Graduate Program Director.
- B. Amendments to the Bylaws may originate from any eligible School of Music Faculty of the Graduate School member. Proposed amendments must be forwarded to the School of Music Graduate Program Coordinator and Director. After discussion, amendments shall be forwarded to the Faculty of the Graduate School electronically at least two 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 vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the School of Music Graduate Program Bylaws require a positive vote from the majority of all active and eligible-to-vote Faculty of the Graduate School.
- C. Amendments and revisions must be submitted to the Graduate School, the Graduate Studies Committee, and the Faculty Senate for review and final approval.

XI. List of Initial Graduate Faculty Participants

The Director of the School of Music (Graduate Program Director) is responsible for submitting an updated list of active and inactive Faculty of the Graduate School to the Vice Provost for Graduate and Professional Education for approval annually.

Eligibility for participation as committee members, chairs, or co-chairs is defined in Section VI.