

Counseling and Counseling Psychology Specialization Bylaws
Pullman/Spokane Campus
Department of Educational Leadership and Counseling Psychology
College of Education
Washington State University

Last Revised by Faculty 3-7-11
Faculty Senate Approval Date: _____

I. Objectives

- A. Degrees offered: Ph.D., M.A.
- B. Discipline: Counseling/Counseling Psychology is a general reference to the fields of Community Counseling, School Counseling, and Counseling Psychology
- C. Mission of the Program Specialization:
The doctoral program in Counseling Psychology at Washington State University (WSU) subscribes to the scientist-practitioner model of doctoral training. That is, while graduates are prepared to function as counseling psychologists in diverse academic and service delivery settings, the common thread of all training is a balance of applied, theoretical, and scientific components in the practice of professional psychology. The Master's programs emphasize the facilitation of psychological growth and development, and stress the interaction of individual, environmental and socio-cultural factors in both the treatment of psychological problems, and the promotion of health and positive aspects of human functioning through better self management and self renewal. As a complement to this generalist training, students in the School Counseling program receive training to be effective in school settings and obtain residency certification as school counselors.

II. Membership

- A. Graduate Faculty within the Counseling/Counseling Psychology specializations 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 "Initial Program Faculty" (listed in Section XI of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.
 - 1. WSU Campus Participation
 - a. The doctor of philosophy specialization in Counseling Psychology and the Master of Arts specializations in School Counseling and Community Counseling are offered through the Pullman/Spokane campus of Washington State University as approved and

authorized by the Higher Education Coordinating Board (HECB) of Washington State.

2. Graduate Faculty Participation

- a. Graduate faculty participation in Counseling/Counseling Psychology is independent and separate from academic department, school, or college affiliations.
- b. All active members of the Graduate Faculty of Counseling/Counseling Psychology are eligible to vote on program issues.

3. Disciplinary Expertise

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

4. Active Research Appropriate to Counseling/Counseling Psychology.

Counseling/Counseling Psychology Graduate Faculty must be actively involved in research and graduate level teaching related to Counseling/Counseling Psychology 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. These non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active Counseling/Counseling 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 of arts student committee they must work with a tenured or tenure-track faculty member who is also an active member of the Counseling/Counseling Psychology Graduate Faculty. Non-tenure track faculty members internal to WSU may serve as chair of M.A. graduate student committees.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within Counseling/Counseling Psychology if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Counseling/Counseling 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 a Counseling/Counseling Psychology Program committee member.

6. External Individual Committee Members

a. **Individual Committee Member Internal to WSU:** Individuals not officially participating as Graduate Faculty within the Counseling/Counseling Psychology Program (for example, a faculty member from another WSU department or program) may serve on graduate committees for Counseling Psychology 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 Graduate Program Coordinator of Counseling Psychology.

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 thesis/dissertation committee member for an individual student 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 Counseling Psychology Graduate Program Coordinator. With approval of the Program Coordinator, the nomination (with accompanying CV 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 Counseling/Counseling Psychology are listed in Section XI of this document and have been approved by the Counseling/Counseling Psychology existing faculty, Counseling/Counseling Psychology Program Coordinator, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within Counseling/Counseling Psychology should be nominated by an existing Counseling/Counseling 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 active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of faculty who respond to the vote.
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 an Counseling/Counseling Psychology graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Counseling/Counseling 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.
 - c. History of publication of peer-reviewed manuscripts in a discipline related to Counseling/Counseling Psychology

C. Continuation of Active Membership

1. Graduate Faculty appointments to Counseling/Counseling Psychology will be reviewed for continuation of active membership by the program coordinator and department chair every 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 Counseling/Counseling Psychology program shall be a requirement for continued active membership. Contribution may take the form of:

- a. Committee chair, co-chair or member for graduate students in Counseling/Counseling Psychology
- b. Teaching or co-teaching a graduate course in Counseling/Counseling Psychology
- c. Supervising research for graduate students in Counseling/Counseling Psychology
- d. Serving in the administrative and committee structure of Counseling/Counseling Psychology
- e. Peer-reviewed publication or grant procurement related to the Counseling/Counseling Psychology specialization.

2. Faculty who do not make any of the contributions as stated in C.1 above to the Counseling/Counseling Psychology specialization for three consecutive years will be designed as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any of these activities described in C.1 above will result in restoration of active Graduate Faculty designation.

D. Discontinuation of Membership

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

E. Membership Appeal Process

Faculty appeal of any membership decision in Counseling/Counseling Psychology must be made in writing to the Coordinator of Counseling/Counseling Psychology and the Department Chair of Educational Leadership and Counseling Psychology within 30 calendar days of the decision. The appeal is determined by a majority vote of all Counseling/Counseling Psychology Graduate Faculty (see Section IX for definition of quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Counseling/Counseling Psychology Graduate Faculty vote.

III. Administration

Administration of the program and its activities is vested in the Coordinator with advice from the Faculty Committee.

IV. Graduate Program Coordinator

- A. The Coordinator of Counseling/Counseling Psychology will be accepted by majority vote of the active Counseling/Counseling Psychology Graduate Faculty. Final approval of the Program Coordinator resides with the Department Chair of Educational Leadership and Counseling Psychology and the Dean of the College of Education.
- B. The Coordinator 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 dean as described in IV.A above.
- C. The Coordinator may be removed from office by a majority vote of all active Counseling/Counseling Psychology Graduate Faculty and with the approval of the Department Chair and Dean as described in IV.A above.
- D. Duties of the Coordinator
 - 1. Provide overall academic leadership for Counseling/Counseling Psychology.
 - 2. Develop and implement policies for Counseling/Counseling Psychology.
 - 3. Represent the interests of Counseling/Counseling Psychology to the campus and University administrators.
 - 4. Call and preside at meetings of the Graduate Faculty of Counseling/Counseling Psychology.
 - 5. Be responsible for coordinating all Counseling/Counseling Psychology administrative matters within the Graduate School.
 - 6. Submit course or curriculum change or approval forms.
 - 7. Submit bylaws change or approval forms.
 - 8. Be responsible for the accuracy of all publications related to

Counseling/Counseling Psychology including student handbooks, recruitment materials, web pages and catalog copy.

9. Coordinate Counseling/Counseling 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.

V. Committees

A. Faculty Committee

Advises and assists the Coordinator in administering Counseling/Counseling Psychology, assists with recruitment, admission, and curriculum.

All Counseling/Counseling 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 Counseling/Counseling Psychology and plans for their attainment. These ideas shall be updated 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 Counseling/Counseling 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 Counseling/Counseling Psychology.
 - j. Make recommendations for curricular improvements/renewal.
2. Other Committees
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.

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. 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. Graduate committees
- a. *Ph.D. program*
The graduate committee of each student shall have a minimum of three members for all College of Education graduate degrees. The committee chair must hold both tenure-track and Graduate Faculty status. Committee membership for the Ph.D. requires two additional members with Graduate Faculty status. A fourth member may be clinical/external to WSU.
 - b. *M.A. program*
The graduate committee of each student shall have a minimum of three members for all College of Education graduate degrees. The committee chair for the M.A. degree must hold both tenure-track and Graduate Faculty status. Committee membership for the M.A. degree requires one additional member with Graduate Faculty status. Additional members may be clinical and/or external members and graduate faculty status is not required. Additional committee members may be tenure-track faculty, clinical, 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.

VII. Student Representatives

At the discretion of the Counseling/Counseling Psychology Program Coordinator and 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.

VIII. Graduate Faculty Meetings

- A. The Program Coordinator shall call Counseling/Counseling 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 Counseling/Counseling Psychology Graduate Faculty may be called by petition of 3 or more Graduate Faculty members.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General Counseling/Counseling Psychology Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.
- E. Faculty not present on the Pullman campus at the time of a general Counseling/Counseling Psychology Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

IX. 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 Program membership.
- B. For programmatic committees to conduct a business meeting, 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 Program 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.

X. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Faculty committee and annually by the Coordinator, Department Chair, and Associate Dean for Curriculum and Faculty Affairs.
- B. Amendments to the Bylaws may originate from any eligible Counseling/Counseling Psychology Graduate Faculty member. Proposed amendments must be forwarded to the Counseling/Counseling Psychology Program Coordinator and shall be forwarded to the Counseling/Counseling Psychology Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 2 week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Counseling/Counseling Psychology Bylaws require a positive vote from the majority of all active Counseling/Counseling Psychology Graduate Faculty.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

XI. List of Initial Graduate Faculty Participants

- A. List of initial Counseling/Counseling Psychology Graduate Faculty Participants:
 - Olusola Adesope
 - Marianne Barabasz
 - Arreed Barabasz
 - Stephanie Bauman
 - Tim Church
 - Phyllis Erdman
 - Brian French
 - Laurie McCubbin
 - Brian McNeill
 - Mike Trevisan
- B. The Coordinator of the Counseling/Counseling Psychology Graduate Program is responsible for submitting an updated list of active and inactive Counseling/Counseling Psychology Graduate Faculty participants to the Dean of the Graduate School for approval annually.