

Athletic Training Program Bylaws Washington State University

I. Objectives

- A. Degrees offered: MAT (Master's in Athletic Training)
- B. Discipline: Athletic trainers are health care professionals who collaborate with physicians to optimize patient and client activity and participation in athletics, work and life. The practice of athletic training encompasses the prevention, examination and diagnosis, treatment, and rehabilitation of emergent, acute, subacute, and chronic neuromusculoskeletal conditions and certain medical conditions in order to minimize subsequent impairments, functional limitations, disability, and societal limitations. There are several national bodies responsible for the organization, certification and accreditation for Athletic Training (NATA, BOC, CAATE).
- C. Mission of the Program: The mission of the Master's in Athletic Training Program at WSU is to provide future Athletic Trainers with the highest quality of education, knowledge and skills to enhance the health and well-being of physically active populations throughout our community and the world. Students who graduate from the program will be well-prepared for the Board of Certification (BOC) Examination and a future in helping all individuals safely participate in physical activity. As faculty, we educate our students with the most current evidence-based and practical knowledge while providing an example of expert, professional, and compassionate service.

II. Membership

- A. Graduate Faculty within the Athletic Training Program may be WSU Tenure Track, WSU Career Track, or WSU adjunct/adjunct faculty, subject to the limitations and definitions within this document. Graduate Faculty designated as initial Athletic Training Program Graduate Faculty (listed in Section XI of this document) will be approved when new bylaws are approved by the Faculty Senate. Graduate Faculty subsequently added to the program via the process outlined in section II.B below are approved by the Graduate School.
 - i. WSU Campus and Extension Site Participation
 - a) The degrees in Athletic Training are offered through the Pullman Campus of Washington State University as formerly approved and authorized by the appropriate accrediting body for Washington State University. The faculty at other campuses and extension sites support this program but have not been officially approved and authorized to directly advertise and offer the degree as individual campuses.

b) Approved Graduate Faculty at all other campuses, research and extension centers, and other affiliated university sites may participate in the Athletic Training Program as supporting site faculty with Athletic Training Program rights and responsibilities determined in Section II.A.ii and Section II.A.iii.

ii. Graduate Faculty Participation

a) Location: Graduate Faculty participation in Athletic Training is independent and separate from academic department, school, college, campus, or extension site affiliations.

b) Disciplinary Expertise: All Graduate Faculty in the Athletic Training Program must have roles that align with current Washington Administrative Code Regulations (WAC250-61-100).

Graduate Faculty within Athletic Training are expected to have a PhD, D.A.T, M.D., D.O., Ed.D., or equivalent degree in a field related to Athletic Training. In addition, they must have demonstrated disciplinary expertise in a field related to athletic training and sports medicine, interest or experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments. All committee members must hold a degree of comparable level to the degree sought by the candidate.

c) Active Research: Athletic Training Graduate Faculty must be actively involved in research related to Athletic Training as evidenced by recent external grant or contract support, related peer-reviewed publications, graduate student mentoring, or other relevant professional accomplishments within the past five (5) years.

iii. Faculty Roles (see II.B for the approval process)

a) Tenure Track Faculty: Track Faculty who are approved Athletic Training Program Graduate Faculty are entitled to act as chair, co-chair, or member of graduate student committees, teach graduate courses, serve as Athletic Training Program Director, and serve on Athletic Training Program Committees. They are voting eligible.

b) Career Track Faculty: Career Track Faculty include non-Tenure Track research, scholar, and clinical faculty. Approved Career Track Athletic Training Graduate Faculty are entitled to act as chair, co-chair or member of graduate student committees, teach graduate courses, serve as Program Director, and serve on all Athletic Training Program Committees. They are voting eligible.

c) Adjoint and Adjunct Faculty: Professionals external to WSU may be granted Graduate Faculty participation within Athletic

Training if they are first officially approved as adjoint or adjunct faculty for WSU.

Adjoint and Adjunct Faculty who are approved as Athletic Training Graduate Faculty are entitled to act as co-chair, or member of graduate student committees and teach graduate courses. They may not serve as Program Director nor on Athletic Training Program Committees. They are not voting eligible.

When serving as co-chair of a student committee they must co-chair with a Tenure Track Faculty or Career Track Faculty member who is also a member of the Athletic Training Graduate Faculty.

d) Emeritus Faculty: Athletic Training Graduate Faculty who enter Emeritus status may complete their current terms as chairs of graduate student committees but may not sit as chair on new student committees. Approved Emeritus Athletic Training Graduate Faculty are entitled to act as co-chair or member of graduate student committees. They may not serve as Program Director nor on Athletic Training Program committees. They are not voting eligible. When serving as co-chair of a new student committee they must co-chair with a Tenure Track Faculty member who is also a member of the Athletic Training Graduate Faculty.

e) Individuals who are not Graduate Faculty in the Athletic Training Program: Individuals not officially participating as Graduate Faculty within Athletic Training Program may serve on graduate student committees as outlined here.

Faculty who are members of the Graduate Faculty in another WSU graduate program, whose committee appointment is approved by the Graduate Program Director of Athletic Training Program, may serve on a graduate student's committee.

Individuals not officially participating as Graduate Faculty in any Graduate Program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a member for an individual student's committee 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 Graduate Program Director. With approval of the Graduate Program Director, the nomination memo (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

f) Table: Summary of Participation
The table below summarizes the roles and participation level for

Graduate Faculty members committees within the Athletic Training Program as described above.

Professional Status	Chair	Co-Chair	Student Committee Member	Pr. Dir. Pr. Comm.	Voting Eligible
Tenure-Track	X	X	X	X	X
Career-Track	X	X	X	X	X
Adjoint		X	X		
Adjunct		X	X		
Emeritus		X	X		

B. Approval of Membership:

- i. Initial approved Graduate Faculty within Athletic Training are listed in Section XI of the initial Program Bylaws and have been approved by the Athletic Training Program proposed initial Graduate Faculty, proposed Graduate Program Director, and the Dean of the Graduate School.
- ii. All potential Graduate Faculty can be nominated by an existing Athletic Training Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Graduate Program Director will circulate application materials to all voting eligible Graduate Faculty prior to the vote. New Graduate Faculty require approval from the majority of voting eligible Graduate Faculty who respond to the vote.

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 the following:

- a) Appropriate Educational credentials as outlined in II.A.ii.
- b) History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of an Athletic Training graduate student.
- c) History of scholarship in a discipline related to Athletic Training.
- iii. A list of names of newly approved Graduate Faculty, along with a curriculum vitae for each candidate, may be forwarded to the Dean of the Graduate School at the time that they are approved. With the dean's approval, they will be added to the Graduate Faculty list for the Athletic Training Program.

C. Continuation of Membership: Graduate Faculty appointments to Athletic Training Program will be reviewed for continuation of membership by the Program Director yearly. They will be evaluated for contributions to graduate instruction,

research, and teaching. Contributions to the Athletic Training Program shall be a requirement for continued membership. Contributions may take the form of:

- i. Committee chair, co-chair, or committee member for graduate students in Athletic Training.
- ii. Teaching or co-teaching a graduate course in Athletic Training.
- iii. Serving in the administrative and committee structure for Athletic Training.

D. Discontinuation of Membership:

- i. Initiation of Discontinuation: Upon request of a Graduate Faculty member of the Athletic Training Program, with the support of the Graduate Program Director, an individual membership can be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.
- ii. Membership Appeal Process: Faculty appeal of any membership decision in Athletic Training must be made in writing to the Graduate Program Director within 30 calendar days of the decision. An appeal will only be granted if it is supported by the majority of voting eligible Athletic Training Graduate Faculty who respond to the vote. Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Athletic Training Graduate Faculty vote.
- iii. Discontinued Graduate Faculty will be listed as inactive in the program for historical records.

III. Administration

A. Administration of the program and its activities is vested in the Athletic Training Program Director with advice from the Executive Committee.

B. Graduate Program Director: The Graduate Program Director of the MAT will be nominated by the Executive Committee and accepted by majority vote of the voting eligible Athletic Training Graduate Faculty. This could be the same person who is serving as the overall Program Director of Athletic Training. Final approval of the Graduate Program Director resides with the Dean of the College of Education and the Dean of the Graduate School.

- i. The Graduate Program Director shall serve a term of four (4) 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 III.B above.
- ii. The Graduate Program Director may be removed from office by a majority vote of voting eligible Athletic Training Graduate Faculty and with the approval of the deans as described in III.B above.

C. Duties of the Athletic Training Program Director

- a) Provide overall academic leadership for Athletic Training.

- b) Develop and implement policies for Athletic Training.
- c) Represent the interests of Athletic Training to the campus and University administrators.
- d) Call and preside at meetings of the Executive Committee.
- e) Call and preside at meetings of the Graduate Faculty of Athletic Training.
- f) Be responsible for coordinating all Athletic Training administrative matters within the Graduate School.
- g) Manage the budgets of Athletic Training.
- h) Submit course or curriculum change or approval forms.
- i) Submit Athletic Training Program revised bylaws.
- j) Be responsible for the accuracy of all publications related to Athletic Training including web pages and catalog copy.
- k) Coordinate Athletic Training graduate course teaching assignments with relevant department chairs.
- l) Supervise the activities of the Athletic Training Academic Coordinator as they relate to the program.
- m) Coordinate the annual performance review of each graduate student in the program.
- n) Submit an updated list of Athletic Training Graduate Faculty to the Dean of the Graduate School for approval by August 1 each year.
- o) Coordinate Athletic Training Program assessment annually and submit an assessment report to the deans listed in IV.A above.
- p) Maintain all Commission on Accreditation of Athletic Training (CAATE) Standards for annual review and self-study.

VI. Committees

- A. Executive Committee: Coordinates and advises the Graduate Program Director and/or the Program Director of Athletic Training in administering the Athletic Training Program. The Academic Coordinator shall record and distribute minutes of each meeting to the Graduate Faculty and maintain one copy in Program Records.
- i. The Executive Committee shall be composed of four (4) to six (6) Graduate Faculty members of the Athletic Training Program. Graduate Faculty may nominate individuals for committee membership, and members are elected by a majority vote of the voting eligible Athletic Training Graduate Faculty in a confidential ballot. Members of the Executive Committee will serve three (3) year terms with approximately one-third (1/3) of the membership changing each year. Committee members may serve consecutive terms.

- ii. The Committee Chair will be appointed by the Graduate Program Director from the members of the Executive Committee.
- iii. Areas in which the Executive Committee shall assist and advise the Graduate Program Director and/or Program Director of Athletic Training include:
 - a) Review, develop and update long-range goals for Athletic Training and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all Graduate Faculty.
 - b) Serve as a sounding board for new ideas, changes, etc. in academic or administrative issues.
 - c) Provide guidance on administration of the Athletic Training Program, including alignment with all Standards from the Commission on Accreditation of Athletic Training (CAATE) for compliance and maintenance of accreditation.
 - d) Nominate members for service on other committees.
 - e) Assist with Athletic Training Program assessment process.
- B. Recruiting Committee: Coordinates all activities related to recruitment of Athletic Training graduate students who will come from the BS in Sports Medicine degree program at WSU.
 - i. The Recruiting Committee shall consist of three (3) active members of the Athletic Training Graduate Faculty nominated by the Executive Committee and approved by the Athletic Training Program Director.
 - ii. Members of the Recruiting Committee shall serve three (3) year terms.
 - iii. The Chair of the Recruiting Committee shall be appointed by the Athletic Training Program Director.
 - iv. Duties of the Recruiting Committee include:
 - a) Work with the Academic Coordinator to develop and maintain recruiting materials as required.
 - b) Coordinate all recruitment efforts with the Athletic Training Graduate Faculty.
 - c) Organize annual recruiting events and meetings.
 - d) Review all student applications and in conjunction with the Athletic Training Program Director and appropriate Athletic Training Graduate Faculty and recommend the acceptance or rejection of applicants in a timely manner.
 - e) Make recommendations to the Athletic Training Program Director regarding the financial support of graduate students for their first year.
- C. Curriculum Committee: Coordinates all activities related to review and revision of the Athletic Training curriculum.

- i. The Curriculum Committee consists of four (4) to six (6) active members of the Athletic Training Graduate Faculty nominated by the Executive Committee and approved by the Graduate Program Director.
- ii. Members of the Curriculum Committee shall serve three (3) year terms.
- iii. The Chair of the Curriculum Committee shall be appointed by the Graduate Program Director.
- iv. Duties of the Curriculum Committee include:
 - a) Regular (at least annual) review of the Athletic Training curriculum.
 - b) Make recommendations to Athletic Training Graduate Faculty regarding curricular revision and prepare drafts of course or curricular change forms for revision. Such recommendations are forwarded to the Athletic Training Program Director to be presented to the Graduate Faculty for approval by majority vote of the voting eligible Graduate Faculty.

D. Other Athletic Training Program Committees: Other ad hoc committees may be appointed by the Executive Committee, Graduate Program Director, or Athletic Training Program Director as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws and revisions approved by the Faculty Senate Graduate Studies Committee.

E. Student Representatives: At the discretion of the Graduate Program Director and Graduate Faculty, student representation may be added or deleted from any Athletic Training Program Committee structure.

VII. 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 and recent WSU graduates 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 MAT degrees. A majority of committee members shall be Athletic Training Graduate Faculty members. Additionally, a minimum of one member of each MAT committee must be Tenure-Track faculty.

VIII. Graduate Faculty Meetings

A. The Graduate Program Director shall call Athletic Training Graduate Faculty meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda two days in advance.

B. Other meetings may be called at the discretion of the Graduate Program Director, Athletic Training Program Director or the Executive Committee.

- C. A special meeting of Athletic Training Graduate Faculty may be called by petition of 5 or more Graduate Faculty members.
- D. Efforts will be made to communicate items of interest, including notification of a Graduate Faculty Meeting, to the faculty via e-mail. General Athletic Training Graduate Faculty Meetings shall be called with a minimum of one week's notice.
- E. Faculty not on campus at the time of an Athletic Training Program Graduate Faculty Meeting may participate by 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 Athletic Training Program voting eligible 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 majority refers to more than 50%.
- D. In the event of a tie vote in Graduate Faculty Meeting, the Graduate Program Director 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 Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Executive committee and annually by the Program Director.
- B. Amendments to the Bylaws may originate from any Athletic Training Graduate Faculty member. Proposed amendments must be forwarded to the Athletic Training Executive Committee and Graduate Program Director. After discussion, amendments shall be forwarded to the Athletic Training 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 Graduate Faculty meeting prior to vote. Votes on amendments may occur at a Graduate Faculty meeting or electronically. Amendments to the Athletic Training Program Bylaws require a positive vote from the majority of all voting eligible Athletic Training Graduate Faculty.
- C. All revised Bylaws must be submitted to the Faculty Senate Graduate Studies Committee for review and final approval and will be forwarded to the Faculty Senate as an information item.

XI. List of Initial Graduate Faculty Participants

- A. List of initial Athletic Training Graduate Faculty members:
 - i. Kasee Hildenbrand, Ph.D., L.A.T., A.T.C AT Program Director
 - ii. Scott Landis, D.A.T, L.A.T, A.T.C AT Faculty
 - iii. Sunday Henry, M.D. AT Medical Director

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| iv. Chris Connolly, Ph.D. | Kines/AT Faculty |
| v. Robert Catena, Ph.D. | Kines/AT Faculty |
| vi. Leyen Vu, D.O. | AT Medical faculty |

XII. History of Athletic Training Program Bylaws

- A. Administrative Home: Department of Kinesiology and Educational Psychology, College of Education.
- B. Initial bylaws approved by Athletic Training Graduate Faculty: 9/5/19
Initial bylaws approved by Faculty Senate: 2019-Sept-24 (GSC approval);
2019-Oct-03 (Faculty Senate as informational item)
- C. Revised Bylaws approved by Athletic Training Graduate Faculty: DATE
Revised Bylaws approved by Faculty Senate Graduate Studies Committee: DATE
- D. Revised Bylaws approved by Athletic Training Graduate Faculty: DATE
Revised Bylaws approved by Faculty Senate Graduate Studies Committee: DATE

REMINDER

The Athletic Training Program Director is responsible for submitting an updated list of Athletic Training Graduate Faculty to the Dean of the Graduate School for approval prior to August 1st of each year.
Mid-year requests may be approved at the discretion of the Dean of the Graduate School.