MEMORANDUM

To: Ann Parker
   Graduate College

From: Sarah Cervi
   Assistant to the Director

Subject: P&GE Graduate Faculty

Date: March 25, 1998

We have reviewed the list of Graduate Faculty appointments for the School of Petroleum and Geological Engineering. The list is accurate except for the entry for Anthony Starfield. We do not have a record that P&GE requested an appointment for him. Also, Robert Rein is no longer employed by OU, so his listing may be deleted.

Attached is the current criteria for graduate faculty membership for P&GE that was requested. Please let me know if you need additional information.

SC/
CRITERIA FOR APPOINTMENT AND RETENTION OF GRADUATE FACULTY MEMBERSHIP

A. Academic Background and Type of Appointment

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B. Qualifications for Specific Duties and Responsibilities

1. Any member of the graduate faculty may teach graduate courses, direct master’s theses and serve on master’s and doctoral committees (M2).

2. Any tenure-track faculty member with a doctoral degree may direct a doctoral dissertation (M3).

C. Retention of Appointment

To retain the privilege to direct dissertation, the members must have published three articles in refereed journals and have directed at least one doctoral dissertation during the past six years. If a member’s dissertation supervision privilege is revoked for failure to meet the above criteria, that member must direct on master’s thesis and have two refereed publications to be reinstated to direct dissertations.

D. Special Membership Appointments

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The University of Oklahoma
School of Petroleum and Geological Engineering
100 East Boyd Street, T301 Sarkeys Energy Center, Norman, Oklahoma 73019-0628
(405) 325-2921, FAX (405) 325-7477

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**Graduate Faculty Criteria Worksheet**

<table>
<thead>
<tr>
<th>Department</th>
<th>Petroleum and Geological Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Term</td>
<td>7 yrs. or as noted (may not exceed seven years)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree(s) Required</th>
<th>Research/Creative Activities required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M0</strong> Must teach graduate courses.</td>
<td>Doctorate or equivalent</td>
</tr>
<tr>
<td><strong>M1</strong> All M0 privileges and service on Masters Committees, may also direct Master's theses</td>
<td>Doctorate or equivalent</td>
</tr>
<tr>
<td><strong>M2</strong> All M1 privileges; may also serve on doctoral committees.</td>
<td>Doctorate or equivalent</td>
</tr>
<tr>
<td><strong>M3</strong> All M2 privileges; may also direct doctoral dissertations.</td>
<td>Doctorate or equivalent</td>
</tr>
<tr>
<td>Special Member Duties as approved by Graduate Dean; maximum term is two years.</td>
<td>Part-time instructors with M.S.; visiting &amp; adjunct fac.</td>
</tr>
</tbody>
</table>

**Approvals**

<table>
<thead>
<tr>
<th>Department Graduate Faculty Committee</th>
<th>Typed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Graduate Faculty Committee</td>
<td>Faruk Civan</td>
<td>[Signature]</td>
<td>8/24/93</td>
</tr>
<tr>
<td>Department Graduate Faculty Committee</td>
<td>Roy M. Knapp</td>
<td>[Signature]</td>
<td>8/24/93</td>
</tr>
<tr>
<td>Department Graduate Faculty Committee</td>
<td>Donald E. Menzie</td>
<td>[Signature]</td>
<td>8/24/93</td>
</tr>
<tr>
<td>Department Graduate Faculty Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair/Director</td>
<td>Ronald D. Evans</td>
<td>[Signature]</td>
<td>8/24/93</td>
</tr>
<tr>
<td>Budget Dean</td>
<td></td>
<td>[Signature]</td>
<td>8/30/93</td>
</tr>
<tr>
<td>Graduate Dean</td>
<td>Eddie Carol Smith or William O. Ray</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Dean Billy Crynes  
College of Engineering

FROM: Jennifer Gourley  
Curriculum Advisor

DATE: August 27, 1993

SUBJECT: Graduate Faculty Criteria

Please sign the attached Graduate Faculty Criteria Worksheet as Budget Dean and return to the Graduate College.

Thank you.

/jg
MEMORANDUM

TO: William O. Ray, Associate Dean

FROM: Ronald D. Evans, Director

DATE: August 24, 1993

SUBJECT: Graduate Faculty Criteria

As you requested, attached is our completed Graduate Faculty Criteria Worksheet, signed by the appropriate PGE faculty members.

Please call me if you have any questions or comments.

Thank you.

RDE/ras

Enc.
GENERAL REQUIREMENTS.

1. "Normal Term" of appointment may not exceed
   ◆ seven years for M0, M1, M2 and M3 Members;
   ◆ two years for Special Members.

2. All members of the graduate faculty are expected to hold a graduate degree.

3. All M0, M1, M2 and M3 graduate faculty members are expected to hold at least an adjunct faculty appointment in the sponsoring department.

4. The basic principle in determining who may direct dissertations should be that only those who are actively involved in research/creative activity should direct the original work of others. Criteria to determine this could include research publications, refereed exhibits and/or performances within a relevant time span,\(^1\) appropriate professional experience in the field, regional or national level presentations representing significant addition of new knowledge, or unique application(s) of existing knowledge in the solutions of problems pertinent to the contributor's discipline.

5. Each doctoral committee must have an official "outside" member. This official "outside" member is expected to be a guarantor of the rules, regulations, procedures and general standards of the Graduate College of the Norman Campus of The University of Oklahoma and must therefore hold at least an M2 appointment from a Norman campus academic unit. Special members, Law College faculty and HSC faculty may not serve as the officially recognized "outside" member on a doctoral committee. If these faculty are otherwise qualified, they are welcomed and encouraged to serve on doctoral committees, but cannot be expected to fulfill the particular duties expected of the official "outside" member.

6. HSC graduate faculty automatically hold the same privileges on the Norman Campus as at HSC excepted as noted in item five above.

7. All Law Center faculty are automatically accorded M0 status.

8. Graduate students may not be appointed to the graduate faculty in any capacity.

9. Only units offering the doctoral degree should develop criteria for M3 status.

\(^1\)This time span should be no longer than the "normal term" of appointment.
TO: Ronald Evans, Director  
School of Petroleum and Geological Engineering

FROM: William O. Ray, Associate Dean

DATE: April 28, 1993

SUBJECT: Revision of Criteria for Graduate Faculty Appointment

Thank you for your letter of March 26, 1993, advising me of your recommended changes in your Graduate Faculty criteria. I am pleased to be able to approve your changes and, consequently, to approve the remaining graduate faculty appointments from your program. I am enclosing for your records a copy of your revised criteria.

WOR:jg

Enclosure
CRITERIA FOR APPOINTMENT AND RETENTION
OF GRADUATE FACULTY MEMBERSHIP

School of Petroleum and Geological Engineering
University of Oklahoma

A. Academic Background and Type of Appointment

To be appointed as a member of the PGE Graduate faculty, the faculty member must have earned a doctoral degree and hold a full time tenure-track appointment in the school.

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C. Retention of Appointment

To retain the privilege to direct dissertations, the member must have published three articles in refereed journals and have directed at least one doctoral dissertation in the past six years. If a member’s dissertation supervision privilege is revoked for failure to meet the above criteria, he/she must direct one M.S. thesis and have two refereed publications accepted to be reinstated to direct dissertations.

D. Special Membership Appointments

All requests for special membership on the PGE graduate faculty will be reviewed by the graduate faculty and appointments will be made for a specific period, either for one year or for the duration of a specific student’s committee. The following exceptions to the usual requirements stated in Section A may be made for good cause.

1. Part-time instructors with an M.S. degree may be asked to teach specific graduate courses.

2. Visiting faculty members with a professorial appointment may be granted the privileges of teaching graduate courses, serving on master’s or doctoral committees, directing master’s theses, and co-directing dissertation.

3. Adjunct faculty members may be granted the privileges of teaching graduate courses, serving on master’s and doctoral committees, and co-directing theses and dissertations.
MEMORANDUM

TO: William O. Ray, Associate Dean, Graduate College

FROM: Ronald D. Evans, Director

DATE: March 26, 1993

SUBJECT: Revised Criteria for Appointment and Retention of Graduate Faculty Membership

The PGE graduate faculty have revised the criteria for the appointment and retention of graduate faculty membership. A copy of the new criteria is attached.

I have also attached a copy of the Graduate Faculty Appointment Form for Dr. Osisanya (it is our understanding you still have the original in your possession). Once Dr. O'Neil has approved the revised criteria, we would appreciate it if Dr. Osisanya's approval process could be expedited.

Thank you for your continued assistance in this regard.

RDE/ras

Enc.
The University of Oklahoma
School of Petroleum and Geological Engineering

CRITERIA FOR APPOINTMENT AND RETENTION OF GRADUATE FACULTY MEMBERSHIP

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TO: Dr. Ronald Evans  
Petroleum and Geological Engineering

FROM: William O. Ray  
Associate Dean

DATE: February 9, 1993

SUBJECT: Graduate Faculty Appointment of Dr. Samuel Osisanya

I have reviewed the appointments of Drs. Wiggins, Gupta, Lin and Ziaja. Lin and Ziaja are appointed as Special Members of the Graduate Faculty and so their appointments do not appear to be relevant to the case at hand. Wiggins and Gupta are appointed as M3 members, the status which you have requested for Dr. Osisanya. In the case of Dr. Lin, he earned his doctorate in 1991 and his current appointment was processed in 1992; for this reason I had presumed that he had previously completed the required service, believing that your school reviewed your appointments against the established criteria. I will admit that Dr. Wiggins' appointment appears to have been approved in error.

If your program wishes to change the requirements for membership on the graduate faculty, please let me know. Once Dr. O'Neil approves the requested change, I will be glad to begin processing appointments under the new criteria. In the meantime, I feel that I must enforce the requirements which you have established for your program. Because Wiggins' appointment was forwarded and approved erroneously does not require that the College or School continue to perpetuate its error.

In the meantime, I would be more than glad to approve Dr. Osisanya's appointment in the same status as that of Lin and Ziaja. I await your response.

WOR:na
MEMORANDUM

TO: Dr. William O. Ray, Associate Dean
FROM: Ronald D. Evans, P.E., Director
DATE: February 4, 1993

SUBJECT: Graduate Faculty Appointment of Dr. Samuel Osisanya

I apologize for the late response to your November 24, 1992 memo concerning the subject. I have investigated this matter with our more senior faculty and there was not a consensus that the PGE criteria for being a member of the graduate faculty per the Graduate College was still in effect. Regardless, there has not been a consistent application of the criteria as new faculty have been hired.

Therefore, I request that Dr. Samuel Osisanya be granted graduate faculty status consistent with what has been approved for Dr. Michael Wiggins, Dr. Anuj Gupta, Dr. Dezhang Lin and Dr. Malgorzata Ziaja.

Thank you, and if you have questions please call me.

RDE/ras

Let me see these dates

R: Nancy Evans, Dr.
TO: Dr. Ronald Evans  
Petroleum and Geological Engineering

FROM: William O. Ray  
Associate Dean

DATE: November 24, 1992

SUBJECT: Graduate Faculty Application

I am writing regarding your nomination of Professor Samuel Osisanya to the Graduate Faculty. The criteria for your program indicate that, in order to hold M3 status a faculty member should have directed at least one master's thesis and have served on at least one doctoral committee. Since Professor Osisanya has only just received his degree and been appointed to our faculty, I suspect that he has not met these requirements. I am, therefore, unable to approve his appointment at this time. Please advise me if I am incorrect in this matter. I would, of course, be glad to approve Professor Osisanya as an M2 member on the graduate faculty.

WOR:na
The University of Oklahoma  
School of Petroleum and Geological Engineering  

CRITERIA FOR APPOINTMENT AND RETENTION  
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the graduate faculty and appointments will be made for a specific period, either for  
one year or for the duration of a specific student's committee. In the case of MS  
students, at least two members of the committee must be members of the Graduate  
Faculty (M1, M2, M3) from PGE as defined in the Faculty Handbook. The following  
exceptions to the usual requirements stated in Section A may be made for good cause:  

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TO:      Kenneth Hoving, Vice Provost
FROM:    Tom J. Love, Interim Dean
SUBJECT: Petroleum and Geological Engineering Criteria for Graduate Faculty
DATE:    May 7, 1987

I hereby approve the criteria for graduate faculty membership as proposed by that faculty and transmitted by your memo dated April 27.

TJL/ggd