

Summary and Cover Letter to New Policy (September 2020)

This document is designed to merge the current Graduate Faculty and Affiliate faculty policies and extend them. These policies are being merged because there is significant overlap. Additional changes have been made to reflect the new Graduate Faculty Charter approved by the Regents in January 2020. This new document retains most of the old rules, but makes these extensions and changes:

1. By request of the graduate Dean, it now includes guidelines on the criteria the Department uses to grant Special Member status.
2. The old M1-M3 graduate faculty status has been replaced with the new RM1–RM4 status.
3. This document changes the requirement for RM# status from "The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology or have a Ph.D. in Anthropology." to "The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field." This matches the intent of the old document while removing the loophole that this will be granted to any Anthropology Ph.D.
4. It extends the right to chair M.A. and Ph.D. committees to Oklahoma Archeological Survey faculty. This is supported unanimously by the Department archaeology faculty. The rules include a provision that Survey faculty must serve as a committee member before they can chair.
5. It proposes a rule to state that Affiliate faculty count towards the Department majority on committees, while stating that regular must be at least half of the committee.

This will have no change on composition of odd-numbered committees (a committee of 3 for M.A. or 5 for Ph.D.), but will allow more flexibility for even-numbered committees (say 4 on an M.A. committee or 6 on a Ph.D. committee).

Current rules state that the majority (over half) of a committee must have graduate faculty status in Anthropology and not be Special Members. For a Ph.D. committee of 5, this means if there is an Affiliate faculty, the composition is 1 Affiliate, 1 graduate college representative, and 3 regular faculty. If a student wanted to add one more affiliate faculty to this committee, under the new rules this 6 member committee would be legal (exactly half of the committee would be regular faculty). Under current rules, in order to add the affiliate faculty, the committee would have to add one more regular faculty member to be legal (4 regular faculty, 2 affiliate faculty, and 1 graduate college representative).

Similar rules are used by a few other units. The purpose of this is to slightly increase opportunities for Affiliate faculty to serve on committees. Because the rules say affiliate faculty cannot be graduate college representatives, students who have wanted to add affiliate faculty to their committee have felt blocked from doing so.

6. This document adds a Research Affiliate faculty status. This is an honorific available to visiting or non-full-time OU collaborators.
7. This document includes language from the Graduate charter for how faculty can appeal decisions of the graduate faculty committee.
8. This document provides a procedure to rescind Affiliate faculty status
9. This document adds some language from the Graduate Charter about what happens for emeritus faculty.

This document also borrows some structure and language from the Meteorology graduate faculty policy, which was singled out by the graduate Dean for being comprehensive.

Graduate Faculty and Affiliate Status Policies for Anthropology

Approved by Anthropology Department Faculty on September 23, 2020. Based on existing Anthropology graduate faculty and affiliate policy documents.

The Department has responsibilities to designate graduate faculty and to manage assignment of affiliate faculty and research affiliate faculty status in the Department. The Department Chair and Committee A will use these guidelines to provide the graduate dean with a list of members of our graduate faculty and to assign or revoke affiliate or research affiliate faculty status in the Department.

Here are brief descriptions of the statuses covered in the document:

Graduate faculty status – the status that provides rights and responsibilities to faculty to teach graduate courses or serve on graduate committees

Affiliate faculty status – used to recognize full-time OU faculty with a Ph.D. in Anthropology or a related discipline whose budget lines are entirely in other units and who have a close relationship with the Anthropology Department

Research Affiliate status – used to recognize researchers with a graduate degree in Anthropology or related field who have a close, active tie to the Department, but who do not otherwise qualify for Affiliate faculty status.

Graduate Faculty

Academic units at OU have a responsibility to have a Graduate Faculty Committee made up of members of the Graduate Faculty. In Anthropology, Committee A will serve as the Graduate Faculty Committee. The Graduate Faculty Committee shall have the following responsibilities:

- Developing and publishing the criteria for membership on the Graduate Faculty, which are appropriate for that academic unit.
- Providing the Graduate Dean with the unit's criteria for membership.
- Providing the Graduate Dean with a list of members of the Graduate Faculty.

According to the Graduate Charter, "faculty members may appeal to the Graduate Dean decisions of an academic unit regarding their Graduate Faculty status. Decisions of the Graduate Dean regarding Graduate Faculty status may be appealed to the Provost, whose decision will be final. The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for the appeal of Graduate Faculty status."

The qualifications for graduate faculty status will be reviewed no less frequently than every five years.

Criteria for RM0 status: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field.

Criteria for RM1 status: This status applies only to non-thesis master's committees. Because the Department of Anthropology does not have a non-thesis M.A. degree, we do not anticipate requesting RM1 status for our faculty.

Criteria for RM2 status: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The member must also have submitted a post-doctoral grant application, or submitted an article or book chapter or a scholarly book manuscript for publication.

Criteria for RM3 status: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The member must also have had a peer-reviewed article or book chapter or a peer-reviewed book manuscript accepted for publication, or have obtained a post-doctoral research grant.

Criteria for RM4 status: The criteria for untenured faculty will be different from those for tenured faculty.

Untenured Faculty, Pre-Three Year Review: The faculty member must be a tenure-track faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The member must also have had a peer-reviewed article or book chapter or book manuscript accepted for publication or have obtained a post-doctoral research grant.

Untenured Faculty, Post-Three Year Review: The faculty member must be a tenure-track faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The faculty member must also have had

- at least three peer-reviewed articles or book chapters accepted for publication within five years, OR
- a peer-reviewed book manuscript accepted for publication within eight years, OR
- at least two peer-reviewed article or book chapters accepted for publication and received a postdoctoral grant within five years.

Tenured Faculty: The faculty member must be a tenured faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The faculty member must also have

- published a peer-reviewed book within eight years, OR
- published at least three peer-reviewed articles or book chapters within five years, OR
- published at least two peer-reviewed articles or book chapters and received a national-level research grant within five years.

Criteria for Special Membership Status and Rules for Affiliate Faculty: Special Member status can be issued to individuals inside or outside the University. In Anthropology, the level of privileges can depend on whether the faculty is Affiliate and whether the faculty member is in the Oklahoma Archeological Survey. Rules on how faculty qualify for Affiliate status in the Department are found in a later section.

Non-Affiliate Faculty: These faculty may be appointed to teach individual graduate level courses or to serve on individual student committees, but cannot chair student committees and the duration of the appointments are typically decided based on the length of the individual assignments. The privileges can include:

- *Teaching:* An individual may be appointed as Special Member to the graduate faculty to teach a graduate course in which the individual has recognized expertise. The length of the appointment is individually decided based on the teaching assignment. The candidate should typically have a Ph.D. in Anthropology or field related to instruction, or at a minimum the candidate must hold a Master's degree and have documented experience in the area relevant to the proposed instruction.
- *Master's:* An individual may be appointed as Special Member to the graduate faculty with privileges to serve on a M.A. committee if the individual has recognized expertise in the student's research area. The length of the appointment is individually decided based on the expected committee duration. The Special Member cannot serve as chair of the M.A. committee. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM2 level outlined above.
- *Doctoral:* An individual may be appointed as Special Member to the graduate faculty with privileges to serve on a Ph.D. committee if the individual has recognized expertise in the student's research area. The length of the appointment is individually decided based on the expected committee duration. The Special Member cannot serve as chair or graduate college representative of the Ph.D. committee. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM3 level outlined above.

Faculty with Affiliate appointments in Anthropology, who are not in the Oklahoma Archeological Survey: Some affiliate faculty will already have Graduate faculty status from their home departments. For those faculty, the following rules apply:

- Affiliate faculty may serve on committees consistent with their RM1, RM2, RM3, or RM4 designation in the graduate college, but they may not chair committees in Anthropology. They also may not serve as the graduate college representative on an Anthropology doctoral committee. Affiliate faculty in Anthropology count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology.

Other Affiliate faculty do not have graduate appointments from their home departments because they are research faculty or they are members of units that do not make appointments to the graduate college. The following rules apply:

- *Teaching:* An Affiliate faculty member may be appointed to teach graduate courses, with an appropriate term for the assignment. The candidate should have documented experience in the area relevant to the proposed instruction.
- *Master's and Doctoral:* An individual who is an Affiliate Faculty member in Anthropology may be appointed as Special Member to the graduate faculty to serve on M.A. or Ph.D. committees. These appointments are for a 5-year term on the graduate faculty. The Special Members cannot serve as graduate college representatives on a doctoral committee. The Affiliate Special Members count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM3 level outlined above.

Faculty with Affiliate appointments from the Oklahoma Archeological Survey: Because of the special relationship between the Department of Anthropology and the Oklahoma Archeological Survey, including sharing of resources and a shared interest in graduate recruitment and training, the following rules apply. In short, Affiliate faculty from the Oklahoma Archeological Survey can be issued all of the privileges of other Affiliate faculty, and may also be issued permission to chair M.A. and Ph.D. committees.

- *Teaching:* An Oklahoma Archeological Survey Affiliate faculty member may be appointed to teach graduate courses, with an appropriate term for the assignment. The candidate should have documented experience in the area relevant to the proposed instruction.
- *Committee member:* An Oklahoma Archeological Survey Affiliate member may be appointed as Special Member to the graduate faculty with rights to serve on M.A. or Ph.D. committees. These appointments are for a 5-year term on the graduate faculty. They cannot serve as graduate college representatives on Anthropology Ph.D. committees. The Affiliate Special Members count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM1 level outlined above to serve on M.A. committees, and the RM3 level above to serve on Ph.D. committees.

- *Chair M.A. Committee:* Oklahoma Archeological Survey Affiliate members may be appointed as a Special Member with the rights to chair an M.A. committee. These appointments are for a five year term. The Affiliate Special Members count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. committee in Anthropology. In order to be permitted to chair an M.A. committee in Anthropology, a Survey Affiliate faculty must have been a member of a previous OU Anthropology M.A. committee that finished successfully. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM3 level outlined above.
- *Chair Ph.D. committee:* Oklahoma Archeological Survey Affiliate members may be appointed as a Special Member with the rights to chair an Ph.D. committee. These appointments are for a five year term. The Affiliate Special Members count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any Ph.D. committee in Anthropology. In order to be permitted to chair an Ph.D. committee in Anthropology, an Oklahoma Archeological Survey Affiliate faculty must have been a member of a previous OU Anthropology Ph.D. committee that finished successfully. An Oklahoma Archeological Survey Affiliate faculty who has not served on a previous OU Ph.D. committee, but is otherwise qualified to chair, may serve as co-chair in a Ph.D. committee with a Regular faculty member in Anthropology as chair. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM4 level for tenured faculty outlined above.
- *Special case:* Some Oklahoma Archeological Survey faculty have the privilege granted from the Graduate College to be issued RM# designations in Anthropology. In those cases, all of the rules above about serving on and chairing committees apply, but the faculty will be issued the appropriate RM# status rather than Special Member status. This effectively grants them an exception to the requirement that they must be a regular faculty member in Anthropology for purposes of graduate faculty membership.

Emeritus Faculty: According to the OU Graduate Faculty charter, faculty who retire or resign lose their current graduate faculty status and may be considered by the Graduate Dean for Special Member, Member at Large, or *Ex Officio* status. It is the preference of the Department that after a year of retirement, emeritus faculty no longer serve as sole chairs of any committees, and they take on roles as member or co-chairs, based on circumstances and discussions between the Graduate Faculty Committee and the Graduate Dean.

Retention Criteria

The Anthropology faculty affirms that consistently meeting the obligation to supervise and advance the work of graduate students is a central criterion for holding graduate faculty status. Meeting that obligation will be measured in the following manner: a) being available to students on whose committee one serves (including being physically present for oral exams and defenses unless unable to do so for appropriate reasons); b) providing appropriate information to the faculty for annual student evaluations; c) participating in the selection of students for admission to the graduate program; d) participating in scheduled faculty discussions about the graduate program. When a faculty member with graduate status consistently fails to meet these specific obligations, his or her graduate faculty status may be lessened or suspended. The graduate faculty committee can call for a review and the decision will be made by a vote of the faculty as a whole.

In addition, to retain RM3 or RM4 status or for Oklahoma Archeological Survey Affiliate faculty to retain rights to chair committees, the faculty member's previous performance as a thesis/dissertation director must have been satisfactory.

Other Policies

Faculty with RM3 status may co-direct a dissertation with another faculty with RM4 status. Likewise, Oklahoma Archeological Survey Affiliate faculty that have not yet served on a doctoral committee, but who otherwise qualify to chair a Ph.D. committee, may co-chair with an RM4 Regular faculty member.

Students should have dissertation chairs that are appropriate for their subfield, and exceptions should be approved by the Graduate Liaison, in consultation with the faculty of the relevant subfields. The Anthropology faculty also recommends all untenured faculty be careful about balancing their commitments to graduate student committees with the needs of building a tenure dossier.

Anthropology Affiliate Faculty

Affiliate faculty are full-time OU faculty with a Ph.D. in Anthropology or a related discipline whose budget lines are entirely in other units. Faculty members at the Oklahoma Archeological Survey have separate rights and responsibilities with regards to the graduate program, which are documented below. Affiliate faculty do not formally add an Anthropology title to their academic rank, except those titles negotiated separately, but may use “Affiliate Faculty in Anthropology” as an informal title on their c.v. and correspondence.

Rights and Responsibilities

Undergraduate program: Affiliate faculty may not vote on undergraduate issues, as they potentially have other undergraduate programs for which they are responsible. They may teach undergraduate courses in the department when arranged between the chair of their respective unit and the chair of Anthropology.

Graduate program: As detailed above, Affiliate faculty can have roles on graduate committees. In summary, those roles include:

Non-Archeological Survey Faculty: Affiliate faculty with Graduate College status of RM1, RM2, RM3 or RM4 may serve on graduate committees as allowed by their status, but they may not chair graduate committees in the department. Affiliate faculty may not serve as graduate college representatives on Anthropology doctoral committees. Affiliate faculty count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology. Affiliate Faculty may not vote on graduate admissions or on issues related to the graduate program, though their input may be sought in evaluation of graduate applicants who have listed them as potential committee members.

Oklahoma Archeological Survey Faculty: Because of the special relationship between the Department of Anthropology and the Oklahoma Archeological Survey, including sharing of resources and a shared interest in graduate recruitment and training, the following rules apply. Oklahoma Archeological Survey Faculty with Affiliate status in the Department of Anthropology may chair committees, if permitted to do so by the Graduate College. They may also be issued Special member status by the Department to chair committees, as detailed in the rules above. Oklahoma Archeological Survey Affiliate faculty may not serve as the graduate college representatives on Anthropology doctoral committees. Affiliate Survey faculty count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology. Oklahoma Archeological Survey Faculty with Affiliate status may vote on graduate admissions and ranking.

Personnel and governance issues: Affiliate faculty are invited to attend departmental meetings, and may participate in discussions (where relevant), but may not vote on departmental personnel and governance issues, including, but not limited to: votes for chair and Committee A, tenure and promotion, and hiring. They may participate in searches by meeting with candidates and attending job talks, should they so desire. If invited to serve on a search committee in Anthropology, Affiliate faculty serve as an outside member, and in this capacity may vote as a member of the committee.

Departmental resources: Affiliate faculty may not use funding sources available through the department, such as travel funds. However, they may use the department's film library. Additionally, Affiliate faculty members receive general departmental communication, and therefore receive direct information about departmental events, but not communication about internal personnel issues and other matters reserved for voting faculty.

Procedures

To become an Affiliate member of the Department of Anthropology, interested individuals must complete the application form and submit it to the Department's Chair, along with a current c.v. These documents will be circulated to the regular faculty, and discussed and voted on by the regular Anthropology faculty.

The graduate faculty committee can choose to review Affiliate faculty status at their discretion, and may bring votes on renewal or rescission of Affiliate status to the Department for a vote by the regular Anthropology faculty.

Research Affiliate Faculty

This designation is used to recognize researchers with a graduate degree in Anthropology or a graduate degree in an associated or collaborating field who have a close, active tie to the Department, but who do not otherwise qualify for Affiliate faculty status. These might include, but are not restricted to, part-time OU researchers, OU researchers with non-faculty positions, independent scholars, visiting scholars, and others.

Research Affiliate faculty do not formally add an Anthropology title to their academic rank, except those titles negotiated separately, but may use “Research Affiliate Faculty in Anthropology” as an informal title on their c.v. and correspondence.

The position is reviewed annually and requires ongoing interaction or collaboration with current OU Anthropology faculty or students.

Research Affiliate faculty do not have any teaching or research obligations, except what is otherwise negotiated for any positions they may hold. They may not vote on any Department proceedings and do not attend faculty meetings other than those to which they have been invited or the public can otherwise access.

Research Affiliate status in Anthropology does not confer any other privileges, such as library or email access. But Visiting researchers can separately apply to the library for borrowing privileges or IT for network access and email.

Procedures

To become a Research Affiliate member of the Department of Anthropology, interested individuals must complete the application form and submit it to the Department’s Chair, along with a current c.v. These documents will be circulated to the regular faculty, and discussed and voted on by the regular Anthropology faculty. The graduate faculty committee can choose to review Affiliate faculty status at their discretion, and may bring votes on renewal of Research Affiliate status to the Department for a vote by the regular Anthropology faculty. The Research Affiliate faculty status will end if the person is no longer in ongoing interaction or collaboration with current OU Anthropology faculty or students.