



The UNIVERSITY of OKLAHOMA®

OU Polytechnic Institute

Graduate Faculty Committee Policy

This policy statement defines the role, composition, structure, and governance of the OU Polytechnic Institute Graduate Faculty Committee ("OUPIC Committee").

Role of the OUPIC Graduate Faculty Committee

- Establish, review, and periodically update OUPIC Graduate Faculty criteria for membership and membership status in the Graduate College (new and updated criteria to be approved by the Dean/Director of OUPIC and the Graduate College).
- Determine eligibility of OUPIC faculty for membership and membership status in the Graduate College in collaboration with the Dean/Director of OUPIC and submit appointment/renewal forms to the Graduate College.
- The Chair of the OUPIC Committee will serve as the OUPIC Graduate College Liaison.
- Review graduate admissions applications and work with OUPIC Graduate Faculty on admissions/denials/deferrals and to assign advisors to incoming students.
- Create and annually review/update an OUPIC Graduate Student Handbook.
- Review protocols used for annual student evaluations and reviews of student progress in meeting graduate degree requirements.
- At least annually, review protocols and policies of the OUPIC graduate program and work with OUPIC graduate faculty to make recommendations for changes to OUPIC leadership as deemed necessary. Changes require final approval from the Dean/Director of the OUPIC.
- The Chair of the OUPIC Committee will schedule nominations, votes, and meetings. The OUPIC Committee will meet at least once a month during spring and fall semesters). Additional meetings will be scheduled when the need arises (e.g. weekly meetings may be required to handle admissions).
- Establish, review, and update as needed Graduate Faculty teaching, mentorship and service expectations.
- Conduct regular performance reviews of Graduate Faculty to assess evidence of a continuing active record of scholarship that meets the criteria for Graduate Faculty status and the expectations for teaching, mentoring and service.
- Conduct review process for rescission of Graduate Faculty appointments or selected privileges.

Composition / Structure / Appointments of the OUPI Committee

- The OUPI Committee consists of 3 faculty members with appointments in the Graduate College, either Regular Membership or Special Membership*.
- Positions on the OUPI Committee will be filled by faculty of the OUPI with rank of assistant, associate, or full professor and meet the Graduate Faculty Membership Criteria for any status (RM0 through RM4).
- The Dean/Director of OUPI will appoint the Chair of the committee for a 2-year term. The Chair of the committee will serve as the Graduate College Liaison.
- The Dean/Director of OUPI in consultation with the Chair will appoint faculty to the remaining two OUPI Committee positions to serve 2-year terms.
- The Dean/Director of OUPI may remove a committee member from the OUPI Committee either temporarily (e.g. sabbatical, medical leave) or for the remainder of the term if:
 - i. The member retires or separates from the university.
 - ii. The member is no longer an active scholar and thus is unable to maintain appropriate graduate status.
 - iii. The member fails to engage with the program for a period of more than one semester, including the Graduate Faculty Committee and OUPI students whom they are supervising as Chair or as a thesis/dissertation committee member.
 - iv. The member violates acceptable standards of conduct including but not limited to engaging in sexual harassment, committing academic misconduct, having unmanageable conflicts of interest, or other egregious behavior.

*Appointments of Special Membership faculty to chair committees and/or count toward the departmental majority require review by the Graduate Council Graduate Faculty Membership Subcommittee and approval of the Graduate Dean, based on three criteria: close association with the unit hosting the graduate program, permanence, and credentials comparable to regular Graduate Faculty members with the same graduate privileges.

University of Oklahoma Polytechnic Institute
Graduate Faculty Membership Criteria
Graduate Faculty Membership Criteria for the Polytechnic Institute

The OU Polytechnic Institute (OUPI) is committed to providing a quality graduate education in both course work and research. The OUPI mission is to provide students with an education in advanced applied technology and to prepare students to meet the challenges of a rapidly evolving technological landscape in computing. To fulfill the mission, the faculty of OUPI have diverse backgrounds and experience in various sectors of our society including academia, industry, and government. The OUPI Graduate Faculty Membership Criteria reflects high standards in creative and scholarly pursuits in foundation and translational research and stresses inclusivity of faculty with diverse backgrounds.

A. Appointment process

Faculty of OUPI can submit appointments to the OUPI Graduate Faculty Committee (herein referred to as the "OUPI Committee") for review and recommendation. If the appointment is recommended by the OUPI Committee, final approval is required from the highest-ranking official of the OUPI (Dean or Director) and, in some cases, by the Dean of the Graduate College.

B. Appointment Term to the Graduate Faculty

The maximum renewable term for regular members (RM0-RM4) is 5 years.
The maximum renewable term for special members is 2 years, unless privileges include chairing master's and doctoral committees which would have a maximum term of 5 years.

C. Academic Background and Type of Appointment

Members of the OUPI Graduate Faculty should have a Ph.D. or equivalent research doctorate in a field related to the scholarly activities of OUPI. Regular faculty are eligible to be members of the OUPI Graduate Faculty. Courtesy appointments for faculty in other units in Norman and Health Sciences Centers are permissible by request to the OUPI Committee. The status for all memberships will be determined by vote of the OUPI Committee and approval from the Dean / Director of OUPI.

D. Tested Experience

Appropriate tested experience may substitute for the above-defined terminal degree. The status granted to a member of the Graduate Faculty based on tested experience will be determined by the OUPI Committee in consultation with the Director/Dean of OUPI and will conform to Graduate College policy. The OUPI Committee defines tested experience as satisfying both of the following two criteria:

Criteria 1: Five years minimum experience with a bachelors degree or three years minimum experience with a masters degree requiring regular use of discipline or course-specific skills in the performance of professional responsibilities. Experience should evidence currency in the discipline as shown by activities or artifacts such as, but not

limited to, one or more of the following: Discipline-specific professional development in the field, or other relevant workshops, trainings, conferences, or seminars. Professional or National Board certification in the field. Participation in discipline-specific community of practice recognized by a professional society or significant personal practice to develop skills in the field. Professional recognition in the form of awards, patents (all types), designs, software or other products.

Criteria 2: Readiness for college-level teaching as shown by activities such as, but not limited to, one or more of the following:

- Prior successful teaching experience,
- Published textbook, peer-reviewed journal manuscripts, article or essay, or similar work in the field,
- Professional presentations such as training presentations, workshop presentations, conference presentations, professional society presentations, user-group presentations, or regular presentations to groups such as employees, customers, management, or the public, and
- Demonstrated group leadership skills such as management experience or project management of a team or teams.

E. Membership

Regular graduate faculty membership is reserved for regular OU faculty members as defined by the faculty handbook.

- RM0 Authority to teach graduate level classes
- RM1 All privileges of R0 and authority to serve on master's committees
- RM2 All privileges of R1 and authority to chair non-thesis master's committees
- RM3 All privileges of R2 and authority to serve on doctoral committees and/or chair master's thesis committees
- RM4 All privileges of R3 and authority to chair doctoral committees

Members of the OUPI faculty are eligible and normally afforded privileges associated with RM3 status, which includes teach graduate courses, serve on master's committees, chair master's non-thesis degree committees, chair master's thesis committees, and serve on doctoral committees.

Special Membership (SM)

SM status is used to recognize new OUPI faculty from industry and other individuals with a close relationship with the Polytechnic Institute and active participation in OUPI research activities with students or faculty. SM status is also used for OU employees who are not members of the regular faculty (e.g., lecturers, postdoctoral researchers) as defined by the faculty handbook. SM faculty status provides rights and responsibilities to serve on the OUPI Committee with approval from the Graduate College Dean.

Appointments and Qualifications

Graduate Faculty Appointment	Research, Scholarship or Creative activity Required
RM0 / SM	Ph.D. (or equivalent degree) or Tested Experience
RM1 / SM	Ph.D. (or equivalent degree) or Tested Experience
RM2 / SM	Ph.D. (or equivalent degree) or Tested Experience
RM3 / SM *	Ph.D., and meet two of the following criteria: <ul style="list-style-type: none"> • One accepted to be published or published article in a refereed journal • At least one paper accepted for presentation or presented at national and international conference • At least one scholarly book or monograph • At least one funded external grant or contract to support research activities • At least one issued patent • Accepted to be published or published second refereed journal paper
RM4 / SM *, **	Ph.D. and two accepted to be published or published articles in refereed journals, and meet two of the following criteria: <ul style="list-style-type: none"> • At least two papers accepted for presentation or presented at national and international conferences • At least one scholarly book or monograph • At least one funded external grant or contract to support research activities • At least one issued patent • Accepted to be published or published third refereed journal paper

* First term RM3 and RM4 appointments to the OUPI Graduate Faculty that meet the criteria for Tested Experience and meet the requirements for RM4 without a time frame will be exempt from the “within the review cycle of five years” criteria. However, the exemption will cease at the time of the first performance review conducted by the Committee.

** It is strongly recommended that the first doctoral dissertation chaired by a new RM4 appointee be co-chaired with an experienced member of the OUPI Graduate Faculty with RM4 or equivalent SM status.

F. Teaching, Mentorship, and Service Expectations

Graduate Faculty are expected to be accessible and approachable and to actively participate in the graduate program in the following areas:

- Demonstration of subject matter expertise
- Effective communication
- Engagement in curriculum development
- Mentorship and advising
- Research supervision
- Professional development
- Ethical and professional conduct with graduate students, colleagues, and the broader academic community
- Continuous improvement

G. Regular Performance Review

The review of a Graduate Faculty member's continuing active record of scholarship, along with their fulfillment of criteria for Graduate Faculty status and expectations for teaching and mentorship, is conducted every five years. This evaluation is typically conducted by the OUPI Committee at the end of the faculty member's term and involves the participation of the faculty member, the OUPI Committee, and the Dean/Director of the OUPI.

During this review process, the Graduate Faculty member's scholarly activities, such as research publications, presentations, grants, and other contributions to their field, are assessed to ensure they meet the standards required for maintaining Graduate Faculty status. Additionally, the faculty member's performance in teaching and mentorship, including their engagement with graduate students and their effectiveness in facilitating learning and professional development, is evaluated against established expectations.

This periodic review serves to ensure that Graduate Faculty members continue to demonstrate the necessary qualifications and commitment to effectively contribute to graduate education. It also provides an opportunity for feedback and support to help Graduate Faculty members further enhance their scholarly, teaching, and mentoring endeavors.

H. Retention / Renewal Criteria and Process

The renewal of Graduate Faculty appointment status occurs at the end of a faculty member's term if they have met the criteria necessary to resume that status. This process ensures that Graduate Faculty members maintain their eligibility to participate in graduate-level teaching and mentoring activities.

However, if a Graduate Faculty member fails to meet the criteria required to resume their current status, their appointment status may be subject to reduction or suspension. This decision is typically made based on the Graduate Faculty member's performance, adherence to professional standards, and fulfillment of responsibilities related to teaching, research, and service.

By implementing this policy, the institution aims to uphold the quality of graduate education by ensuring that Graduate Faculty members actively contribute to the academic community and maintain the standards expected of them in their roles as educators and mentors.

I. Process for Rescission of Graduate Faculty Appointments or Privileges

In accordance with the stated policy, the revocation or reduction of a Graduate Faculty member's status may be proposed due to several reasons, including failure to meet appropriate standards of graduate teaching and mentorship, which can encompass activities such as exploitation, harassment, or discrimination against students. Additionally, unsatisfactory performance in teaching, service, and research, where applicable, may also prompt such action.

The process for rescission will follow Graduate College policy. When reasons arise to question an individual's Graduate Faculty status, the circumstances should be brought to the attention of the appropriate administrative officer(s) (i.e., Chair or Director of the unit, Graduate Liaison, Academic Dean, or Graduate Dean) who shall ordinarily investigate the matter to include, among other things, meeting with the Graduate Faculty member in person to discuss the matter, unless reasonably prevented from doing so. If after investigation, the administrative officer determines the conduct warrants rescission of Graduate Faculty status, s/he shall convey the matter and a recommendation to the Graduate Dean. However, if s/he determines the conduct does not warrant a change in Graduate Faculty status, then the matter may be resolved by mutual consent.

The determination of a Graduate Faculty member's failure to meet appropriate standards of graduate teaching and mentorship will be based on regular performance reviews or impromptu performance reviews if the OUPI Committee and/or Dean/Director of OUPI deem such a review necessary and will be conducted in consultation among Graduate Faculty, OUPI administration, and/or the Graduate College.

This process underscores the importance of maintaining exacting standards of professionalism, integrity, and ethical conduct in all aspects of Graduate Faculty responsibilities, particularly in teaching and mentoring graduate students. It also ensures accountability and fairness in evaluating Graduate Faculty performance and upholding the institution's commitment to providing a safe and supportive learning environment for all students.

Adopted by December, 2024

Approved by graduate dean, December 2024