**UNIVERSITY OF OKLAHOMA‑NORMAN CAMPUS**

**PROCEDURE FOR APPEAL OF GRADUATE FACULTY STATUS**

Under the Graduate Faculty Charter (Article IV, Section 2), Graduate Faculty membership is granted by academic units. Each unit is responsible for developing and publishing criteria for membership on the Graduate Faculty and for providing the Graduate Dean with a list of members in accordance with the Charter. Faculty members may appeal to the Graduate Dean decisions of an academic unit regarding their Graduate Faculty status, and decisions of the Graduate Dean regarding Graduate Faculty status may be appealed to the Provost, whose decision will be final. The policy and procedures for appeals of Graduate Faculty status are as follows:

(A) WHO MAY APPEAL

(1) Norman Campus Faculty

The appeal procedures described herein shall be available to any member of the regular faculty appointed through the Norman campus seeking to contest a decision by an academic unit or by the Graduate Dean regarding their Graduate Faculty status.

(B) APPEAL

(1) Timing of Appeal

Faculty may appeal their Graduate Faculty status within 60 calendar days of their notification of a change or denial of Graduate Faculty membership. The time period may be extended as may be provided by applicable policy, for good cause, or as may be agreed to by the appellant and academic unit and approved by the Graduate Dean.

(2) Filing of Appeal

An appeal must be submitted in writing to the Graduate Dean. It must include the specific matter(s) being appealed (e.g., Graduate Faculty privileges, level and duration of appointment), all particulars on which the appeal is based, and the specific relief sought by the appellant. The grounds for an appeal and the relief sought may not be changed after the appeal is filed.

(3) Withdrawal of Appeal

The appellant may withdraw the appeal by written notification to the Graduate Dean. Once withdrawn, the same appeal may not be resubmitted.

(C) APPEAL REVIEW PROCESS

1. Informal Review

The Graduate Dean will first seek resolution of the appeal through discussions with the parties involved. If the appellant agrees in writing to a resolution of the appeal, then the appeal process will stop at that point. Once resolved in this way, the same appeal may not be resubmitted.

(2) Formal Review

If the appeal is not resolved through the informal review, then it will be forwarded to the Graduate Faculty Membership Committee (GFMC) of the Graduate Council for formal review. The Graduate Dean will oversee the formal review process. However, if the appeal is of a decision made by the Graduate Dean, then the Graduate Dean will recuse, and the Graduate Dean of the Tulsa Campus will oversee the process. Any member of the GFMC who is a member of the same academic unit or related within the third degree of consanguinity or affinity to any of the parties involved or who has a personal interest in the outcome will be disqualified from participating in the review. The GFMC will interview the appellant, the chair or director of the unit, and members of the unit’s Graduate Faculty Committee, and obtain additional documentation as needed.

Once the appeal is forwarded to the GFMC, it will have 60 calendar days to submit a report of its recommendations for disposition of the appeal to the Graduate Dean and appellant. This deadline may be extended for good cause by the Graduate Dean, with notice to the appellant. The report shall include all documentation received by the GFMC, a summary of the GFMC’s work, and a detailed explanation of the GFMC’s justification for its recommendations.

(3) Decision of the Graduate Dean

Within 20 calendar days after receiving the report of the GFMC’s recommendations, the Graduate Dean will provide a decision in writing to the appellant.

(4) Appeal to the Provost

Upon receipt of the Graduate Dean’s decision, the appellant will have 10 calendar days to submit a written appeal of the decision to the Provost. The Graduate Dean will provide to the Provost copies of the original appeal, the GFMC’s report, and the Graduate Dean’s decision. The Provost or Provost’s designees may interview the appellant and other parties and obtain additional documentation, as needed. The Provost’s decision on the appeal is final.