

PART FOUR: CRITERIA FOR DETERMINING GRADUATE FACULTY STATUS

(revised October 1, 2025)

A. Introduction

A revised Charter of the Graduate Faculty of the University of Oklahoma was approved by the OU Board of Regents on June 27, 1995. One of the provisions of both this and the previous 1984 charters requires the development of criteria for determining those Members of the Graduate Faculty who will serve as directors of doctoral dissertations. The relevant section of the charter which addresses this issue is ARTICLE IV, Section 2a which reads as follows:

Only persons holding an appointment to the Graduate Faculty under the provisions in this section may participate in teaching graduate courses, serving on master's committees, chairing master's committees, serving on doctoral committees, or chairing doctoral committees.

1. **Eligibility.** Any faculty member holding a tenure-track or tenured appointment in any college awarding an undergraduate degree on the Norman Campus is eligible for membership on the Graduate Faculty. Only persons holding such appointments will be eligible for Member status on the Graduate Faculty
2. **Privileges.** Members of the Graduate Faculty may have some or all of the following privileges:
 - a. Teaching graduate courses
 - b. Serving on master's committees
 - c. Serving on doctoral committees
 - d. Chairing master's committees
 - e. Chairing doctoral committees

Endorsements (d) and (e) may be granted only by the academic unit in which the master's or doctoral degree programs is offered. Only academic units offering the doctoral degree may appoint members with the endorsement for chairing doctoral committees.

3. **Credentials.** Each academic unit will publish a document that lists the credentials and, if appropriate, activities required to be a Member of the Graduate Faculty in that unit. Evidence of continuing scholarly activity is required of all faculty members who have the endorsement to chair doctoral committees. In order to be approved to serve on or chair master's committees, the Member must hold at least a master's degree. Only Members holding the terminal degree may be approved to serve on or chair doctoral committees.

4. **Appointment.** Each academic unit will publish a document that lists the credentials and, if appropriate, activities required to be a Member of the Graduate Faculty in that unit. Evidence of continuing scholarly activity is required of all faculty members who have the endorsement to chair doctoral committees. In order to be approved to serve on or chair master's committees, the Member must hold at least a master's degree. Only Members holding the terminal degree may be approved to serve on or chair doctoral committees.
5. **Term.** Academic units are responsible for setting the appropriate term for Graduate Faculty appointments. Since evidence of continuing scholarly activity is expected for the endorsement to chair doctoral committees, Members with such an endorsement must be subject to periodic review. This review process must be specified in the unit's published criteria for Membership on the Graduate Faculty. A Member of the Graduate Faculty may at any time petition the appointing unit for consideration for reappointment with additional privileges.

B. Graduate Faculty Criteria

Department of Educational Psychology faculty members with a professorial appointment (regular or adjunct) will be recommended for appointment as a Member of the Graduate Faculty if they possess a doctoral degree in a field relevant to their appointment or have tested experience as evidenced by documented contribution or recognition in professional education or a related field.

Terminal Degrees: The terminal degrees for the disciplines are considered to be Doctorate (Ph.D. or Ed. D.)

Tested Experience: Tested experience in this case will, at minimum, consist of possession of a Master's degree in a field relevant to their appointment, five years of professional experience in the area in which they would teach or serve on Master's or doctoral committees, and approval by the Program Area recommending their appointment to the Graduate Studies Committee in the Department of Educational Psychology.

Facilitation of Personal Growth Groups in the Professional Counseling Master's Program: In limited circumstances, individuals may be approved to assist the instructor of record in facilitating a personal and developmental growth group within a graduate course, provided that:

- The individual holds a terminal degree required of a professional counseling group facilitator (i.e., M.S., M.Ed., M.A., etc.), and has passed the National Counselor Exam (NCE)
- The individual has completed a minimum of 1000 documented, supervised professional practice hours
- The individual's role is limited exclusively to facilitating a personal and developmental growth group, and does not include any content delivery, curriculum design, or independent assessment of student performance

- The individual operates under the direct supervision of the instructor of record, who retains full responsibility for course content, grading, and academic oversight

There are four levels of Graduate Faculty Status that are labeled RM0, RM1, RM2, RM3 and RM4 by the University. RM0 Status is for Graduate Faculty Members that are only approved to teach graduate level courses. RM1 Status is for Graduate Faculty Members that are approved to teach graduate level courses, and serve on master's degree committees. Graduate Faculty Members appointed at RM2 Status have all the privileges of RM1 Status and may chair non-thesis master's committees. Graduate Faculty Members appointed at RM3 Status have all the privileges of RM2 Status and may chair master's thesis committees and serve on doctoral committees. Graduate Faculty Members appointed at RM4 Status have all the privileges of RM3 Status and may chair doctoral committees.

1. Graduate Faculty members who have qualified for one year as RM3 Status, will be recommended by the Graduate Studies Committee to the Graduate Dean for the task of directing or co-directing doctoral dissertations providing they meet the criteria listed below for full, RM4, Status. This one year delay may be waived at the request of new faculty members and with the concurrence of the Graduate Studies committee.
2. Evidence of scholarship as indicated by publication of three articles in refereed, nationally recognized journals within a five year interval prior to evaluation is required for RM4 status. "In press" publications can be included.
 - a. A minimum of one of the three must be an original, empirical and quality research article.
 - b. Two of the three publications can consist of the following:
 - i. Manuscripts describing theoretical or conceptual work and reviews of research published in peer reviewed journals.
 - ii. Scholarly books or chapters focusing on current research findings or methodologies that are recognized by colleagues as contributions to the professional literature.

C. Procedures

Each Member of the Graduate Faculty may submit his or her vita to the Graduate Studies Committee to determine eligibility for directing doctoral dissertations. All Members who meet the criteria listed above will be recommended to the Graduate Dean as dissertation directors for a five year period from the date of approval. Members must maintain eligibility to continue directing doctoral dissertations of students for whom they have already accepted responsibility as committee chair. Individuals who do not meet the criteria may apply for consideration at any time they have additional evidence attesting to their eligibility to direct dissertations. Every five years it will be the responsibility of each Graduate Faculty Member to maintain his/her eligibility to direct doctoral dissertations by a timely submission of a current vita and supporting documentation to the Graduate Studies Committee for evaluation. The Graduate Studies Committee shall be responsible for appropriate record keeping and the transmission of results

of such evaluations to the Dean of the Graduate College.

D. Rescission of Membership

Graduate Faculty membership is a privilege and not a right. Rescission of membership may occur if a faculty member receives at least three annual evaluations that are below expectations in research or teaching in a period of five years. Rescission can also occur in special cases due to ethical and/or behavioral issues. Examples of ethical issues include repeated instances of not responding to student work in a timely fashion. Examples of behavioral issues include abusive relationships with graduate students and/or junior faculty. Decisions on the recommendation to rescind graduate faculty status will be made by the Graduate Studies Committee in consultation with the chair of the department. The faculty member has the right to appeal the decision to the Graduate Dean. The EDPY faculty affirm 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; and c) participating in scheduled faculty discussions about the graduate program. If a faculty member with graduate status consistently fails to meet these criteria, the Graduate Committee and the Chair of the Department may recommend that the Graduate Dean reduce or rescind their graduate faculty status.

E. Graduate Studies Committee

1. The purpose of the Graduate Studies Committee is to carry out the functions of the Graduate Faculty committee required by the Charter of the Graduate Faculty and to study, review, or make recommendations to the faculty of the Department of Educational Psychology regarding matters or procedures that affect the quality, standards, or consistency of graduate studies.
2. The Graduate Studies Committee will be guided by the intent of the Department of Educational Psychology faculty to recommend those Graduate Faculty members who are actively involved in the scholarly process to be directors of doctoral dissertations. It is recognized that different disciplines and program areas may require slight differences in emphasis in the way scholarship is identified, but the central focus should be common to all scholars. Although it is recognized that certain kinds of professional experience in the field are valuable and often required, professional field experience shall include the attributes of scholarship noted below in order to be considered appropriate for consideration under section C. Scholarship is defined as the development, analysis or synthesis of new knowledge or unique applications of existing knowledge, and the sharing of this knowledge with peers following scrutiny by professional colleagues. Consistent with Simon's (1978) definition, empirical research "includes only knowledge obtained from data resulting from first-hand observations, either by you or by someone else." This includes qualitative as well as quantitative research. Although use of archival data is consistent with this policy, meta-analysis or reviews of research literature are not.

