

## **CRITERIA FOR APPOINTMENT AND RETENTION OF GRADUATE FACULTY MEMBERSHIP**

### **Stephenson School of Biomedical Engineering University of Oklahoma**

**November 21, 2016**

The following criteria are to be used to determine the eligibility of Graduate Faculty members to teach graduate courses and to direct and serve as committee members for MS theses and PhD dissertations. The Graduate Faculty Committee consists of Graduate Faculty members within SBME.

#### **A. Academic Background and Type of Appointment**

To be appointed as a member of the SBME graduate faculty, the faculty member in most cases must have earned a doctoral degree or equivalent in a field appropriate to the education and research mission of the School of Biomedical Engineering. SBME faculty members are normally recommended for graduate faculty membership on this basis. Faculty with a full time tenure track or tenured appointment in another School at both Norman Campus and Health Science Center Campus can request a courtesy appointment as SBME graduate faculty. Granting of courtesy status to members of other Schools will be determined by vote of the SBME Graduate Faculty Committee.

#### **B. Qualifications for Specific Duties and Responsibilities**

1. Any member of the graduate faculty can teach graduate courses (M0 status at The Graduate College), serve on master's committees (M1 status), direct master's theses (M1 status), and serve on doctoral committees (M2 status).
2. For SBME faculty members with rank renewable terms are normally recommended for duties of teaching graduate courses and serving on master's and doctoral committees. It is usually implemented through special membership appointment (see section D).
3. In order to direct a doctoral dissertation (M3 status), the member must also have two refereed publication accepted for publication in last five years (no substitutions are allowed), subject to the approval of the SBME Graduate Faculty Committee. In addition, it is strongly suggested that the first doctoral dissertation directed is co-chaired with a SBME graduate faculty member already qualified to direct dissertations.
4. For faculty members from OU Health Science Center Campus, they usually should have equivalent graduate study status at Health Science Center Campus (e.g. level 4 status at Health Science Center Campus equivalent to M3 status at Norman Campus).

#### **C. Retention and Appointment**

For those from schools other than SBME, the member must have demonstrated over the preceding five (5) years:

- a. Performed duties corresponding to the appointed member status, which are not available in immediate lowered status, at least once (e.g., M3 in directing doctoral dissertation, M2 in

- serving on doctoral committee).
- b. For M3 status, no significant problem had been reported or documented in following SBME and Graduate College graduate study policies and guidelines.
- c. If either of above two types of events occur, by voting of the SBME Graduate Faculty Committee, external graduate faculty for SBME can be either removed as a SBME faculty member or lowered in status

In order to retain the privilege to direct doctoral dissertations, the member must have demonstrated over the preceding five (5) years:

- a. Published two articles in refereed journals (no substitutions are allowed), and
- b. Scholarly achievement in at least two of the following five categories:
  - 1. At least two papers presented or accepted for presentation at national and international conferences.
  - 2. At least one scholarly book or monograph.
  - 3. At least one funded external grant or contract to support research activities.
  - 4. At least one patent issued.
  - 5. Publication of (or acceptance of) a third refereed journal paper.

If a member's privilege is revoked for failure to meet the above criteria, the faculty member must complete one MS thesis as chair and have two refereed publications within two years to be reinstated to direct dissertations. Exceptions to these requirements for retention and reappointment can be made at the discretion of the SBME Graduate Faculty Committee (or Graduate Study Committee).

#### **D. Special Membership Appointments**

All requests for special membership on the SBME graduate faculty will be recommended by the SBME Graduate Faculty Committee and determined at the discretion of the Director of SBME, and will be made for a specific period of time, maximally two years. The following exceptions to the usual requirement stipulated in Section A may be made for good cause:

- 1. For SBME faculty members with rank renewable terms are normally recommended for duties of teaching graduate courses and serving on master's and doctoral committees.
- 2. Part time instructors with an MS degree may be asked to teach MS-level (i.e., 5000-level) graduate courses.
- 3. Visiting faculty members with a full time appointment at a home institution may be granted the privilege to teach graduate level courses, serve on master's thesis committees and direct master's theses.
- 4. Due to the interdisciplinary nature of biomedical engineering, clinicians from OU Health Science Center may be granted the privilege to serve on master's thesis or doctoral dissertation committees, and direct master's theses.

#### **E. Duration of Appointments**

All regular M1 through M3 appointments shall be for a maximum of seven years. Appointments for durations shorter than a seven-year term may be recommended by the SBME Graduate Faculty Committee. Special Member appointments shall be for a maximum of two years.

#### **F. Important Graduate Council Policies**

1. An upgrade in status, say from M2 to M3, can be recommended at any time. For example, a new faculty member may be upgraded from M2 to M3 as soon as the M3 criteria are met.
2. If a member is to be lowered in status, say from M3 to M2, that member should be given a one-year probationary extension in his/her current status, and that member should be advised in writing of the activities required for removal of the probationary status. A member may waive the probationary extension if he/she so desires.
3. Graduate faculty membership status only affects appointments to new master's or doctoral committees. Committees that are already constituted are not affected by changes in status of members.