

Summary and Cover Letter to New Policy for the OU Online MA in Arts Management (MAAM)

This policy statement defines the role, structure, function, and governance of the MAAM Graduate Faculty Committee. This document also reflects the criteria for graduate faculty membership for the Arts Management master's program (MAAM).

1. By request of the graduate Dean, this policy statement includes guidelines on the criteria the MAAM program uses to grant graduate faculty membership with authority to serve on graduate committees and chair master's non-thesis examinations.
2. This policy statement also includes guidelines on the criteria the MAAM program uses to grant Special Member status with authority to serve on graduate committees and chair master's non-thesis examinations.

Graduate Faculty Committee for Arts Management (MAAM)

Membership

- The Graduate Faculty Committee for the Arts Management master's program shall consist of two elected faculty members from Norman-based programs and the MAAM Program Director, who is also an active member of the committee.
- The MAAM Program Director will be on a 4-year term with other members of the Graduate Faculty Committee serving 2-year terms. All positions will be filled by participating faculty members in the MAAM program (MAAM Participating Faculty). Eligibility for MAAM Participating Faculty is outlined below.
- Membership on the Graduate Faculty Committee will be established through nominations and then votes by the MAAM Participating Faculty.
- Membership on the committee will be staggered such that only one committee membership position will be vacated and filled by a new member.
- Regular elections will be held in August of any year when a committee member's term expires.
- Special elections will be held as needed in the instance that a committee member must be replaced out of the normal two-year cycle (e.g., retirement, separation from the university). Special elections may be used to fill the remainder of a committee member's term or for part of that term in the case of a temporary absence (e.g., sabbatical, medical leave).
- A Graduate Faculty Committee member, including those who serve because of a special election, may be nominated/re-elected for a two-year term upon completion of the term for which they were elected.

The Graduate Faculty Committee will consist of MAAM Participating Faculty members with a continuing active record of scholarship that meet criteria for RM2 status as described below in the Graduate Faculty Membership Criteria. Evidence of active creative activities and /or scholarship might include, but is not limited to conference presentations, performances, invitational or juried exhibitions, publications, grants and contracts, or applications of scholarship that results in documented change (e.g., collaboration with organizations or agencies in problem solving, new professional certifications, design of assessment systems/reports that require synthesis of expertise and exploration of data).

Membership on the Graduate Faculty Committee may be terminated if a committee member no longer meets the eligibility requirements as a regular MAAM Participating Faculty member, or if they:

- a.) are no longer an active scholar and thus are unable to maintain appropriate graduate status,
- b.) do not engage with the program for a period of more than two semesters, including the Graduate Faculty Committee and any MAAM students whom they are supervising as Chair or as a member, OR
- c.) have violated 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.

The process for removal from the MAAM Graduate Faculty Committee follows the Graduate College [*Procedure for Rescission of Graduate Faculty Status*](#) (as approved by the Graduate Council of The University of Oklahoma – Norman Campus) for instances where faculty members may be in violation of the terms of Graduate Faculty status.

Graduate Faculty Committee Chair

- The two elected committee members may decide, amongst themselves, who will chair the Graduate Faculty Committee. Otherwise, the longest serving elected committee member will serve as the Graduate Faculty Committee Chair for one year. This will generally be the second and final year of the committee member’s current term.
- If the chair position is vacated, the other elected committee member will assume that role for a period of one year and a special election will be held to fill the other position on the committee.
- The Graduate Faculty Committee Chair has the responsibility of coordinating committee meetings and communicating with the MAAM Program Director on decisions made by the committee. The MAAM Program Director may serve as the Committee Chair and is involved in the decision process alongside the committee.

Graduate Faculty Committee Role and Responsibilities

The Graduate Faculty Committee shall have the following responsibilities:

1. Review and update criteria for MAAM Participating Faculty membership and membership status.
2. Evaluate MAAM Participating Faculty eligibility for membership status and associated privileges.
3. Provide the Graduate Dean with the MAAM-specific criteria for faculty membership.
4. Provide the Graduate Dean with a list of the members of the MAAM Participating Faculty.
5. Review and recommend updates for protocols used for annual student evaluations and reviews of student progress in meeting degree requirements.
6. Review student learning objectives and program assessment outcomes in collaboration with the MAAM Program Director and MAAM Participating Faculty and offer recommendations for program modifications based on program assessment outcomes.

Graduate Faculty Membership Criteria

The Arts Management (MAAM) program has responsibilities to designate graduate faculty status in the program. The MAAM Program Director and Graduate Faculty Committee will use these guidelines to provide the graduate dean with a list of members of the graduate faculty and to assign or revoke faculty membership status in the program.

What follows are brief descriptions of graduate faculty statuses covered in the document:

Special Member (SM) faculty status - used to recognize individuals who do not hold regular faculty positions, but who have a close relationship with the Arts Management Program. Special Member faculty status provides rights and responsibilities to serve on graduate committees, but special members are not eligible to serve as Graduate College Representatives.

Terminal Degrees: Graduate faculty will have a terminal degree. Faculty with a master's degree in arts management or related fields (if not terminal degree in the respective field) and extensive tested experience can qualify to serve on the Graduate faculty committee.

Tested experience criteria: For the purpose of Graduate Faculty ranking, "tested experience" for Arts Management faculty will be based on evidence of ongoing, meritorious research and creative activity appropriate to the education and research/creative activity. This evidence may include, but is not limited to, the following categories of activities, endeavors, products, and recognitions:

- Publication of peer-reviewed scholarly monographs or books, journal articles, book chapters, textbooks, or documentaries.
- Production of peer-reviewed artistic products that are disseminated via a peer-reviewed performance, curation, and any production of commercially produced artistic products.
- Editing and publication of collections of essays.
- Participation in professional conferences as speaker, presenter, clinician, performer, director, or panelist.
- Presentation of invited lectures, presentations, clinics, master classes, residencies, curations, and performances.
- External and internal awards.
- Funded grants, fellowships, and research awards.
- Significant research-related service such as membership on editorial boards, manuscript review for journals and presses, adjudicating papers or submissions for conferences, reviewing grant applications, serving on national or international organizational committees.
- Significant professional work as an Executive or Artistic Director of an arts organization.
- Significant service on an arts board (as officer or general board member).

Appointment process: The membership of the MAAM Participating Faculty will be reviewed and updated annually by the MAAM Graduate Faculty Committee. The Graduate Faculty Committee will be responsible for evaluating faculty eligibility for graduate faculty membership status and associated privileges in accordance with credentials for new and current members of the MAAM Participating Faculty. A list of MAAM Participating Faculty members will be provided to the Dean of the Graduate College according to a schedule to be established by the Dean.

Term: MAAM Participating Faculty appointments shall be no longer than five years\

Appointment criteria: Only persons holding an appointment to the Graduate Faculty under the provisions in of the [Charter of the Graduate Faculty](#) may serve on master's committees or chair master's committees in the OU Online MA in Arts Management program.

Special Member (SM)

Appointments of Special Member (SM) faculty to count toward the MAAM program majority and/or chair committees require approval by the Graduate Faculty Committee before undergoing 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 MAAM Participating Faculty members with the same graduate privileges.

MAAM Participating Faculty

- 1) *Eligibility.* Any faculty member holding a regular graduate faculty appointment, as defined in the OU Faculty Handbook, in any college awarding a graduate degree, is eligible for membership on the MAAM Participating faculty.
- 2) *Privileges.* Regular Members of the MAAM Participating Faculty may have some or all the following privileges:
 - a) Teaching graduate courses
 - b) Serving on master's committees
 - c) Chairing master's committees
- 3) *Credentials.* Endorsement of privilege (a) will be afforded to any faculty member holding Graduate Faculty status in one's primary academic unit with a RM0 status or higher. Endorsements of faculty member privileges (b) and (c) in the MAAM Participating Faculty require credentials for RM1 or RM2 status that will be set by the MAAM Graduate Faculty Committee.

Because the MAAM program does not offer a doctoral degree, we do not anticipate requesting RM3 or RM4 status for members of the MAAM faculty.

RM0 status- Faculty members who have RM0 status may teach graduate-level classes

RM1 status – Faculty members who have RM1 status in their academic unit and have a record of research, scholarship, or achievement appropriate for the MAAM master's program may serve on master's committees for the MAAM program and may also serve on the graduate faculty committee for the MAAM master's program.

Minimum eligibility requirements for RM1 status in the MAAM program includes a continuing active record of scholarship that is relevant in arts management and cultural industries contexts within the past five years.

RM2 status – Faculty members with RM1 or RM2 status have all the privileges of RM0 and may chair master's committees. To be eligible for RM2 status in the MAAM program, one must either already have RM1 or RM2 status in their academic unit, or meet one of the following criteria:

- a. published at least three peer-reviewed articles or book chapters in the last 5-years
 - b. published a peer-reviewed scholarly book within eight years,
- OR

- c. published at least two peer-reviewed articles or book chapters and received external research support within five years

OR meet any of the following criteria below based on the point system where the sum total of points earned is nine within five years:

- 1 point = ad hoc reviewer for journal or conference (maximum limit 3 points)
- 1 point = Research presentation at a national or international conference (limit 3 points)
- 2 points = reviewer for grant proposals for an external agency
- 2 points = any service on an editorial board (not as editor)
- 2 points = any service on an arts board (as officer or general board member)
- 3 points = editor of a peer-reviewed journal
- 3 points = published peer-reviewed article or book chapter
- 3 points = Notification of award for a grant or contract proposal
- 3 points = Curated an arts exhibition
- 3 points = Directed or performed at or with a nationally recognized arts organization
- 3 points = any service as an Executive or Artistic Director of an arts organization

Continuing research, scholarly, or creative activity: Evidence of a continuing active record of creative activities and/or scholarship will be reviewed by the Graduate Faculty Committee and MAAM Program Director. Evidence of active creative activities and/or scholarship is demonstrated by meeting the criteria for RM2 status as described in the Graduate Faculty Membership Criteria. The criteria for acceptable evidence will be controlled by the MAAM Graduate Faculty Committee.

Teaching and mentorship expectations:

In order to earn and maintain graduate faculty appointments in MAAM (MAAM Participating Faculty or SM), faculty members are expected to consistently advance the work of graduate students and serve on advisory committees or master's committees. Evidence that faculty are meeting that obligation will be measured in the following manner:

- 1) availability to students for whom one serves as a committee member. This includes being present for oral exams and defenses unless unable to do so for appropriate reasons
- 2) providing appropriate information to the program coordinator for annual student evaluations
- 3) participating in scheduled faculty discussions about the MAAM program
- 4) mentoring expectations include:
 - working one-on-one with students
 - regular meetings and interaction with students when serving as chair
 - providing feedback to students within appropriate time frames
 - encouraging creative and scholarship activities

Regular performance review: Evidence of a continuing active record of creative activities and/or scholarship that meets the criteria for graduate faculty status and the expectations for teaching and mentorship will be reviewed every five years (at the end of the faculty member's term) by the Graduate Faculty Committee and MAAM Program Director.

Retention/renewal criteria and process: Graduate faculty appointment status will be renewed at the end of a faculty member's term if the faculty member has met the appointment criteria to resume that status. If the faculty member does not meet the appointment criteria to resume the current status, the appointment status may be reduced or suspended.

Standards and process for rescission of graduate faculty appointments or selected privileges: When a faculty member with graduate status consistently fails to meet either the criteria for graduate faculty status or the expectations for teaching and mentorship, the graduate faculty status for that member may be reduced or suspended. The graduate faculty committee may call for a review and a decision will be made in collaboration with the program coordinator.

The Arts Management master's program (MAAM) follows the Graduate College [Procedure for Rescission of Graduate Faculty Status](#) (as approved by the Graduate Council of The University of Oklahoma – Norman Campus) for instances where faculty members may be in violation of the terms of Graduate Faculty status.

As defined in the Charter of the Graduate Faculty, Article 4, Section 3.c: "In certain cases, such as those of professional incompetence, dishonesty, or failure to fulfill professional duties related to Graduate Faculty membership, a member may have some or all privileges on the Graduate Faculty rescinded prior to the end of the term of appointment. This is an exceptional event and should be undertaken only after other administrative remedies have failed. In accordance with Article IV, Section 1.b., the Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures under which privileges may be rescinded prior to the end of the term of appointment and under which the member involved may appeal such rescission. If an appeal is filed, the member's privileges will continue until the appeal is resolved."

When reasons are brought to the attention of the MAAM Program Director that question an individual's Graduate Faculty status during that individual's current term, the MAAM Program Director will investigate the matter in a timely manner. Based on the nature of those reasons, the MAAM Program Director will determine whether (additional) attempts to work with the individual to correct their mentorship are warranted and can be resolved by mutual consent, or whether the conduct may warrant rescission of Graduate Faculty status. Reasons may be presented to the MAAM Program Director from a variety of sources including but not limited to the Graduate Faculty Committee, the Office of the Provost, the Institutional Equity Office, the Graduate College, graduate students, and/or MAAM Participating Faculty members.

If the MAAM Program Director determines that the conduct may warrant rescission of

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Graduate Faculty status, the MAAM Program Director shall convey the matter and a recommendation to the Graduate Dean as required by the “(B) Initial Administrative Review” guidelines as established in the Rescission Procedure of Graduate Faculty Status Policy. The process for determining whether graduate faculty status will be, as well as the appeal process, are detailed in the Graduate College [*Procedure for Rescission of Graduate Faculty Status*](#).

Adopted by

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Approved by graduate dean, June17,2024.