

(As amended by vote of the Graduate Faculty November 15, 2019 and approved by the University of Oklahoma Board of Regents at the January 30, 2020 meeting.)

UNIVERSITY OF OKLAHOMA-NORMAN CAMPUS CHARTER OF THE GRADUATE FACULTY

ARTICLE I: NAME

The name of this organization shall be: "The Graduate Faculty of the University of Oklahoma-Norman Campus".

ARTICLE II: ORGANIZATION

- A. There shall be a single University-wide Graduate College with a single University-wide Graduate Faculty.
- B. Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in the Graduate Council.
- C. The Dean of the Graduate College shall be the chief University-wide officer for graduate studies and research. The Dean shall coordinate graduate programs among the respective program units. The Dean shall serve as the presiding officer of the University-wide Graduate Faculty and Graduate Council. The Office of the Dean of the Graduate College shall be the administrative center for all official communications between the Graduate Council and the faculty and administrators.

ARTICLE III: PURPOSES

The purposes of this organization shall be to:

- a. Promote excellence in graduate teaching, research and creative activity.
- b. Assist the Graduate Faculty in its teaching, research/creative activity and related functions.
- c. Promote collaborative effort, exchange of information and mutual understanding among the Graduate Faculty.

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ARTICLE IV: MEMBERSHIP

Section 1: Graduate Faculty Committees

- a. Any academic unit offering courses or coursework in any college awarding an undergraduate degree on the Norman campus may appoint members of the Graduate Faculty. In order to make such an appointment, the academic unit must elect a Graduate Faculty Committee made up of members of the Graduate Faculty. The Graduate Faculty Committee shall have the following responsibilities:
 1. Developing and publishing the criteria for membership on the Graduate Faculty which are appropriate for that academic unit. Such criteria must be consistent with Section 2 of this Article.
 2. Providing the Graduate Dean with the unit's criteria for membership.
 3. Providing the Graduate Dean with a list of members of the Graduate Faculty in accordance with Section 2.a.45. of this Article.
- b. Faculty members may appeal to the Graduate Dean decisions of an academic unit regarding their Graduate Faculty status. Decisions of the Graduate Dean regarding Graduate Faculty status may be appealed to the Provost, whose decision will be final. The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for the appeal of Graduate Faculty status.

Section 2: Types of Membership

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.

- a. Regular Member
 1. *Eligibility.* Any faculty member holding a regular faculty appointment, as defined in the Faculty Handbook, 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 Regular Member status on the Graduate Faculty.

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ARTICLE IV - MEMBERSHIP (continued)

2. *Privileges.* Regular 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, and
 - (e) chairing doctoral committees.

Endorsements (d) and (e) may be granted only by the academic unit in which the master's or doctoral degree program 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 which lists the credentials and, if appropriate, activities required to be a Regular Member of the Graduate Faculty in that unit. Individuals teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program. When the terminal degree is in a field other than that in which the individual is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Evidence of continuing scholarly activity is required of all faculty members who have the endorsement to chair doctoral committees or research-based master's committees.
4. *Tested experience.* Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered in determining whether an individual is qualified for Graduate Faculty membership. The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for defining a minimum threshold of experience for Graduate Faculty appointments. Appointments of Graduate Faculty that rely wholly or in part on tested experience must be approved by the Graduate Dean.
5. *Appointment.* Each academic unit will provide the Dean of the Graduate College with a list of Regular Members of the Graduate Faculty. This list must be provided to the Dean of the Graduate College according to a schedule to be established by the Dean.

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ARTICLE IV - MEMBERSHIP (continued)

The unit will be responsible for determining what privileges are accorded to each Regular Member approved by that unit. Units may appoint any faculty member -- including those from other units, departments or colleges -- meeting the eligibility requirements of Section 2.a.1, Section 2.a.2, Section 2.a.3, and Section 2.a.4 of this Article.

6. *Term.* Academic units are responsible for setting the appropriate term for Graduate Faculty appointments, which should be for seven years or less. Since evidence of continuing scholarly activity is expected for the endorsement to chair doctoral committees and research-based master's committees, Regular 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 Regular Member of the Graduate Faculty may at any time petition the appointing unit for consideration for reappointment with additional privileges.
- b. Special Member - This status shall be assigned to persons whose participation in the graduate programs is recommended by their department(s) for a limited period or for a limited objective and whose appointment is approved by the Dean of the Graduate College. This status can be accorded to individuals within or outside the University. Normally this status would be assigned for one or two year(s) so that a faculty member could teach a graduate course, serve on a graduate examination committee or serve on a thesis or dissertation committee in which the faculty member has recognized expertise. At the expiration of the appointment period, the Special Member may be reappointed with the recommendation and approval of the Dean of the Graduate College.
- c. Ex Officio Members - The President of the University, the Provost, all college deans, graduate department chairs/directors and the University Libraries Dean will be Ex Officio Members of the Graduate Faculty. If appropriate, they may also be Regular Members, Special Members, or Members at Large of the Graduate Faculty.
- d. Member at Large - The Dean of the Graduate College may recommend to the Graduate Council, through its Graduate Faculty Membership Committee, individuals for Member at Large status on the Graduate Faculty. In doing so, the Dean must provide a record of appropriate credentials, reason for appointment, and a statement of duties and privileges of that person. Graduate Council approval is required.

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ARTICLE IV - MEMBERSHIP (continued)

Section 3: Reduction in Status

- a. Should a member no longer qualify for Regular Member status under Article IV, Section 2.a.1. (for example, due to retirement or resignation), the Graduate Faculty membership will be rescinded. The member may, with the approval of the Graduate Dean, be granted permission to continue teaching graduate courses and serving on student committees either as a Special Member, a Member at Large, or an Ex Officio Member.
- b. If, at the end of the term of appointment, a Regular Member no longer qualifies for the endorsement to chair doctoral committees or master's committees, the academic unit will so notify the Regular Member. Upon the written request of the Regular Member, the academic unit will grant a one-year extension of the endorsement to chair doctoral or master's committees, during which time the Regular Member will have an opportunity to reestablish the appropriate credentials.
- 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.
- d. No officially constituted master's or doctoral committee will be affected by any change in the privileges or status of a member of the Graduate Faculty serving on that committee unless the change occurred under the authority of Section 3.a. or Section 3.c. of this Article. This provision does not apply to Special Members, Members at Large, or Ex Officio Members of the Graduate Faculty.

Section 4: Continuation of Previous Appointments

- a. Appointments which were made under the authority of Article IV of the Charter of the Graduate Faculty in force at the time of the enactment of this revised Article IV will continue until the end of the appointments. Such appointments remain subject to the eligibility requirements in force at the time of appointment. However, any appeals of revisions to such appointments will be processed according to the guidelines described in this Article. This Article will govern any reappointment or additional privileges granted to such individuals.

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ARTICLE IV - MEMBERSHIP (continued)

- b. With the consent of the individual concerned, an academic unit may process a new Graduate Faculty appointment under the authority of this Article, in which case the previous appointment is without effect.

ARTICLE V: VOTING RIGHTS

Voting Rights are restricted to Regular Members of the Graduate Faculty. Unless they are simultaneously Regular Members of the Graduate Faculty, Ex Officio members, Special Members and Members at Large shall not be granted voting privileges. No votes shall be cast by proxy.

ARTICLE VI: MEETINGS

Section 1: Meetings

The Graduate Faculty shall meet as needed, usually at least once every academic year.

Section 2: Special Meetings

- a. Special Meetings may be called by the Graduate Council-Norman Campus, by the Dean of the Graduate College, or upon written petition of a total of 40 Members of the Graduate Faculty.
- b. The purpose of the meeting shall be stated in the call.
- c. All Graduate Faculty shall be notified.
- d. The Dean shall schedule a meeting of the Graduate Faculty no earlier than 7 calendar days nor later than 45 calendar days after receipt of the petition by the Dean of the Graduate College. In cases of emergencies, the Dean may call a meeting on shorter notice than 7 days.

Section 3: Quorum

Twenty members of the Graduate Faculty of the Norman Campus representing at least 4 different departments/schools constitute a quorum provided that no more than one half of the members present is from any one department.

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ARTICLE VII: RESPONSIBILITIES AND POWERS OF THE GRADUATE FACULTY

The Graduate Faculty, in conjunction with the Dean of the Graduate College shall have the responsibility and power to determine requirements for the admission and retention of students in the graduate programs; to establish degree requirements; to recommend through the Provost and the President of the University to University Board of Regents the awarding of degrees earned; to formulate and implement educational, research and professional service policies, and policy related to all matters of graduate education; to set standards of scholarship and creative achievement; and to take steps necessary for safeguarding and upholding such policies and standards. Nothing in this Article shall be deemed to modify or limit the responsibilities and powers of either the University of Oklahoma Regents or the Oklahoma State Regents for Higher Education to review any items described in this Article.

ARTICLE VIII: THE GRADUATE COUNCIL

The Graduate Council, as the instrument of the Graduate Faculty, shall exercise the general legislative and academic authority of the Graduate Faculty. The Graduate Council also shall be responsible for the development and maintenance of a system for the equitable resolution of differences and issues which may arise between and among graduate students and members of the Graduate Faculty. The Graduate Faculty reserves the right to review, endorse, change or rescind any action of the Graduate Council. The operation of the Graduate Council is contained in the CHARTER OF THE GRADUATE COUNCIL.

ARTICLE IX: AMENDMENT OF THE CHARTER

Section 1: Amending

This charter may be amended according to the following procedure:

- a. Amendment of this Charter will be considered for a debate at any regular or special meeting of the Graduate Faculty, if it is proposed by the majority of the Graduate Council or by 40 members of the Graduate Faculty.
- b. Voting on proposed amendments shall be by mail or email ballot. To be approved, a proposed amendment requires affirmation by two-thirds (2/3) of the Graduate Faculty voting.
- c. Amendments shall be submitted to each eligible Graduate Faculty member for vote at least fifteen (15) calendar days prior to tabulation of ballots.

Section 2: Effective Date

Amendments shall be effective at the beginning of the academic term following the approval by the University of Oklahoma Board of Regents.

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ARTICLE X: ADOPTION

This Charter shall become effective when it has been approved by a majority of the Graduate Faculty voting and by the University of Oklahoma Board of Regents.