

## CRITERIA FOR DETERMINING GRADUATE FACULTY STATUS

### DEPARTMENT OF INSTRUCTIONAL LEADERSHIP AND ACADEMIC CURRICULUM

(Revised and Approved May, 1999)

#### Introduction

A revised Charter of the Graduate Faculty of the University of Oklahoma was approved by the OU Board of Regents on March 8, 1984. One of the provisions of the charter 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:

Member - This status shall be granted to faculty members who are judged to be qualified to teach graduate level courses, serve on master's committees, and direct master's theses. Those who possess the doctoral degree or compensating experience and expertise may also serve on doctoral committees. When recommended by the department and approved by the Dean of the Graduate College, these Members may also direct and /or co-direct doctoral dissertations. (Note: The basic principle in determining who may direct dissertations should be that only those who are actively involved in research / creative activities should direct the original work of others. Criteria to determine this could include research publications, refereed exhibits and/or performances within a relevant time span, appropriate professional experience in the field, regional or national level presentations representing significant addition of new knowledge, or unique application(s) of existing knowledge in the solutions of problems pertinent to the contributor's discipline). To be granted Member status, a faculty member must have the appropriate educational background and be engaged in scholarly research/creative activities of sufficient quality to merit professional recognition. (Note: Each department is to recommend to the Dean of the Graduate College what constitutes 'appropriate educational background' and 'scholarly research/creative activities of sufficient quality' to meet professional recognition.)

#### Graduate Studies Committee

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 Instructional Leadership and Academic Curriculum regarding matters or procedures that affect the quality, standards, or consistency of graduate studies. Following is a description of the committee:

1. The Graduate Studies Committee shall consist of three members who serve staggered three-year terms. One member shall be elected each year during the regular departmental election. Graduate Studies Committee members must hold M-3 status.
2. 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.
3. As needed the Graduate Studies Committee will bring to the attention of the faculty issues related to the implementation of the policies outlined in this document.

#### Graduate Faculty Criteria for ILAC Tenure Track Faculty

The Graduate Studies Committee will be guided by the intent of the Department 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. 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.

1. Department of Instructional Leadership and Academic Curriculum faculty members with a professional appointment will be recommended for appointment as a Member of the graduate faculty (M-2) if they possess a doctoral degree in a field relevant to their appointment or have compensating experience as evidenced by documented contribution or recognition in professional education or a related field. Graduate faculty Members are approved to teach graduate level courses, serve on master's and doctoral committees, and direct master's theses/non-thesis options.
2. Department of Instructional Leadership and Academic Curriculum faculty members with doctorates will be recommended by the Graduate Studies Committee to the Graduate Dean for the task of directing/co-directing doctoral dissertations (i.e., chairing a graduate student's doctoral advisory committee) (M-3), provided they meet the criterion below.
3. Tenure-track faculty members with doctorates who hold appointments outside the Department of Instructional Leadership and Academic Curriculum may be given regular graduate faculty status (M-2 or M-3) in ILAC if they (1) meet the criteria specified for that status as presented in this document, (2) are recommended by the program area in which they will serve, and (3) are approved by the Graduate Studies Committee. Responsibilities of these faculty members are limited to advising graduate students and teaching graduate courses only and do not include other departmental activities.

Criterion: Evidence of scholarship as indicated by three scholarly publications in monitored\*, nationally recognized vehicles within a five year interval prior to evaluation.

1. A minimum of one publication must be empirical research based on the following definition.

Empirical research is data based and can be analyzed in different ways. General categories for the methods used fall under the categories of quantitative, qualitative, and historical research.

2. The remaining two of the three publications may be:

a. Philosophical, theoretical or conceptual research

Philosophical research is the exploration, elaboration, or creation of philosophical perspectives related to educational research, literature, or theory.

Theoretical research is the development of new theories which grow out of the restructuring of present theories into new structures or the development of new theory related to a new knowledge base.

Conceptual research is developed out of a review of past and present research where information is applied to new forms/structures to generate new knowledge.

b. Scholarly books or chapters focusing on current research findings or methodologies that are recognized by colleagues as contributions to the professional literature.

3. Other forms of scholarship that do not fit into the traditional forms described in this document may be presented to the Graduate Studies Committee for review.

\* This term is intended to include those forms of quality control normally used by academic journals (e.g. refereeing, editorial selecting, or other forms of professional review)

### Procedures

Faculty may apply for graduate faculty status (M-2) to teach graduate level courses, serve on and direct masters theses/non-thesis options, and serve on dissertation committees by submitting a Graduate Faculty Application form and a vita to the Graduate Studies Committee.

Faculty may apply for graduate faculty status (M-3) to direct doctoral dissertations (chairing a graduate student's doctoral advisory committee) by submitting the following to the departmental Graduate Liaison who will forward it to the Graduate Studies Committee:

1. a completed Graduate Faculty Application form (available from department files)

2. a current vita

3. a page listing vita entries believed to meet the criterion above and documentation of the review process (photocopy of editorial information, e.g., editorial board, editorial policy)
4. copies of relevant manuscripts meeting the criterion above
5. necessary documentation to substantiate the faculty member's work

All members who meet the criteria listed above will be recommended to the Graduate Dean to chair doctoral advisory committees for a seven-year period from the date of approval. If an M-3 application is denied the Committee will explain the reasons for the denial to the applicant in writing. Members who are not considered eligible may continue directing doctoral dissertations of students for whom dissertation work is underway but they may not serve as committee chair for new students. Individuals who do not meet the criterion may apply for consideration at any time they have additional evidence attesting to their eligibility to direct dissertations. Every seven 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.

#### Graduate Faculty Criteria for Special Membership

Appointments will be made only for specific purposes and not for a particular period of time.

- M0. Teach Graduate Courses – Masters Level  
Masters degree required  
Three years professional experience related to the field of study
- M1. Serve on Masters Committee  
Masters degree required  
Appropriate related experience to the masters thesis or non-thesis option
- M2. Serve on Doctoral Committee/Chair Masters Committee\*  
Terminal degree required  
Appropriate related experience which includes publications / creative activities / other evidence of scholarship
- M3. Chair Doctoral Committee\*  
Terminal degree required  
Appropriate related experience which includes publications / creative / other evidence of scholarship

\*Only under unusual circumstances will a tenure track faculty member outside the department be allowed to chair a masters or doctoral committee. The individual must be approved by the program area faculty and recommended by the graduate liaison.

## Procedures

Individuals must apply for graduate faculty status in ILAC (M-1, M-2, and M-3) to teach graduate level courses, serve on/direct masters committees, and serve on/chair dissertation committees.\* Applications for M-1 and M-2 status include (1) a Graduate Faculty Application form, (2) a current vita, and (3) a recommendation of the program area. Applications for M-3 status include the six supporting materials listed below. All applications and supporting documentation are submitted to the Graduate Studies Committee who then forwards it to the department chair.

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4. copies of relevant manuscripts meeting the criterion above
5. necessary documentation to substantiate your work
6. recommendation of program area

\*Does not apply to faculty appointed as outside members.

## Membership on Masters and Doctoral Committees

### Masters Committee (3 members)

A masters committee consists of one tenure track ILAC faculty member and two additional faculty members, one of whom must be tenure track.

### Doctoral Committee (5 members)

A doctoral committee consists of three tenure track ILAC faculty members; one member from outside the department; and one additional member from the department, from another department, or a special membership faculty member.

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*The University of Oklahoma  
Room 313 Buchanan Hall  
Norman, Oklahoma 73019  
Phone: [405] 325-3811  
FAX: [405] 325-6029*

**Graduate College**

Norman Campus

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**TO:** Dr. Bonnie Konopak, Chair  
Department of Instructional Leadership and Academic Curriculum

**FROM:** William O. Ray  
Associate Dean 

**DATE:** September 13, 1994

**SUBJECT:** Graduate Faculty Criteria

I am writing to inform you that the Graduate Faculty Criteria for your program have been approved. Attached please find a worksheet which summarizes the newly approved criteria. If you have any questions about this matter, please feel free to contact me.

WOR/jg

Attachment

cc: Dean Fred Wood

# GRADUATE FACULTY CRITERIA

<b>Department</b>	<b>Instructional Leadership and Academic Curriculum</b>
<b>Normal Term</b>	<b>5 years</b>

	<b>Degree(s) Required</b>	<b>Research/Creative Activities required</b>
<b>M0</b> <i>May teach graduate courses.</i>		<i>N/A</i>
<b>M1</b> <i>All M0 privileges and service on Masters Committees, may also direct Master's theses</i>		<i>Doctoral Degree in a field relevant to appointment or Master's degree compensating experience as evidenced by documented contribution or recognition in professional education or a related field.</i>
<b>M2</b> <i>All M1 privileges; may also serve on doctoral committees.</i>	<i>Doctorate or equivalent</i>	<i>Earned doctorate from a regionally accredited institution of higher education.</i>
<b>M3</b> <i>All M2 privileges; may also direct doctoral dissertations.</i>	<i>Doctorate or equivalent</i>	<i>In the previous five years, must have accomplished:</i> <ol style="list-style-type: none"> <li><i>1. Minimum of one publication in empirical research; and</i></li> <li><i>2. Two additional publications which may include</i> <ol style="list-style-type: none"> <li><i>a) empirical research;</i></li> <li><i>b) Theoretical or conceptual writings;</i></li> <li><i>c) scholarly books or chapters focusing on current methodologies or findings;</i></li> </ol> </li> </ol>
<b>Special Member</b> <i>Duties as approved by Graduate Dean; maximum term is two years.</i>		<i>Education and related experience required to carry out the role for which the special membership is required. In general at least a Master's degree will be expected.</i>

Comments and Questions:

Date Approved: 12 Sep 94

*Ray*

# GRADUATE FACULTY CRITERIA WORKSHEET

<b>Department</b>	INSTRUCTIONAL LEADERSHIP & CURRICULUM
<b>Normal Term</b>	5 (may not exceed seven years)

	Degree(s) Required	Research/Creative Activities required
<b>M0</b> May teach graduate courses.	Ph.D. or comparative experience	
<b>M1</b> All M0 privileges and service on Masters Committees, may also direct Master's theses	Ph.D. or comparative experience	see attached
<b>M2</b> All M1 privileges; may also serve on doctoral committees.	Doctorate or equivalent	see attached
<b>M3</b> All M2 privileges; may also direct doctoral dissertations.	Doctorate or equivalent	see attached
<b>Special Member</b> Duties as approved by Graduate Dean; maximum term is two years.		see attached

~~APPROVALS~~ Notes: five year REVIEW?

	Typed Name	Signature	Date
Department Graduate Faculty Committee			
Department Graduate Faculty Committee			
Department Graduate Faculty Committee			
Department Graduate Faculty Committee			
Chair/Director			
Budget Dean			
Graduate Dean	Eddie Carol Smith or William O. Ray		



# The University of Oklahoma

COLLEGE OF EDUCATION

NOV 29 1993

## MEMORANDUM

TO: Eddie Smith  
FROM: Fred H. Wood, Dean *Fred H. Wood*  
College of Education  
SUBJ: Graduate Faculty Criteria  
DATE: November 23, 1993

Attached you will find revised graduate faculty criteria for the Department of Instructional Leadership and Academic Curriculum. The material was reviewed and approved by the Instructional Leadership and Academic Curriculum faculty on October 22, 1993. We are submitting that criteria and the criteria worksheet to you for approval. We are hopeful that this criteria can go into effect January 1, 1994.

You will note in the signing of the check sheet that Dr. Marek's signature is not available. Dr. Marek was present when the criteria and check sheet were developed, however, he was not available at the time that we signed this form. Since three of the four members of the department graduate faculty committee have signed, I thought it best to forward this materials to you. If you have any questions about Dr. Marek's signature, please feel free to contact me.

/ket

cc: Bill Ray

Attachment

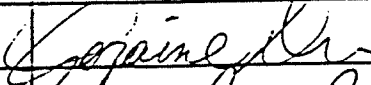
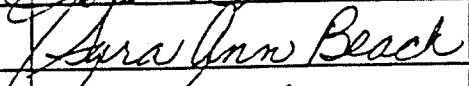
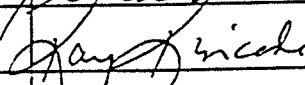
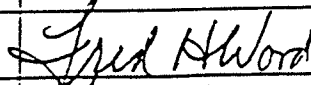
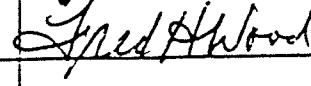
# GRADUATE FACULTY CRITERIA WORKSHEET

<b>Department</b>	Instructional Leadership & Academic Curriculum
<b>Normal Term</b>	5 Years <i>(may not exceed seven years)</i>

Note: Criteria effective January 1, 1994 or as soon thereafter as approved by the Graduate

	Degree(s) Required	Research/Creative Activities required	College
<b>M0</b> <i>May teach graduate courses.</i>		In departmental guidelines M0 is subsumed under M1	
<b>M1</b> <i>All M0 privileges and service on Masters Committees, may also direct Master's theses</i>	Doctorate or equivalent	Doctoral degree in a field relevant to appointment or compensating experience as evidenced by documented contribution or recognition in professional education or related field	
<b>M2</b> <i>All M1 privileges; may also serve on doctoral committees.</i>	Doctorate or equivalent	Earned doctorate from a regionally accredited institution of higher learning	
<b>M3</b> <i>All M2 privileges; may also direct doctoral dissertations.</i>	Doctorate or equivalent	<ol style="list-style-type: none"> <li>1. A minimum of one publication must be empirical research (see attached criteria).</li> <li>2. The remaining two of the three publications may be:                             <ol style="list-style-type: none"> <li>a. Theoretical or conceptual.</li> <li>b. Scholarly books or chapters focusing on current findings or methodologies (see attached criteria).</li> </ol> </li> </ol>	
<b>Special Member</b> <i>Duties as approved by Graduate Dean; maximum term is two years.</i>	At least a Masters or equivalent	Education and experience required to carry out the role for which special membership is requested.	

## Approvals

	Typed Name	Signature	Date
Department Graduate Faculty Committee	Lorraine Dunn		11-19-93
Department Graduate Faculty Committee	Sara Ann Beach		11-19-93
Department Graduate Faculty Committee	Kay Kincade		11-19-93
Department Graduate Faculty Committee	Edmund A. Marek		
Chair/Director	Fred Wood		11-19-93
Budget Dean	Fred Wood		11-19-93
Graduate Dean	Eddie Carol Smith or William O. Ray		

UNIVERSITY OF OKLAHOMA  
Instructional Leadership & Academic Curriculum

TO: ILAC Faculty  
FROM: Graduate Studies Committee  
DATE: October 22, 1993  
SUBJECT: New Graduate Faculty Criteria

The Revised Graduate Faculty Criteria were approved by a vote of departmental faculty. The tally of votes is given below. Fred, as Graduate Liaison, will forward the document to the Graduate College.

10 approve  
4 do not approve  
1 abstain  
1 not available



UNIVERSITY OF OKLAHOMA  
Department of Instructional Leadership & Academic Curriculum  
PROPOSED REVISION TO CRITERIA FOR DETERMINING  
GRADUATE FACULTY STATUS<sup>1</sup>

Approved by Department Faculty on October 22, 1993

Introduction

A revised Charter of the Graduate Faculty of the University of Oklahoma was approved by the OU Board of Regents on March 8, 1984. One of the provisions of the charter 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:

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b. Scholarly books or chapters focusing on current research findings or methodologies that are recognized by colleagues as contributions to the professional literature.

The stated criteria will be followed with few exceptions. However, if a faculty member chooses to present other forms of scholarship that do not fit the criteria described in this document it is the responsibility of the faculty member to present a rationale and documentation explaining why this particular work demonstrates the ability to direct dissertations. The Graduate Studies Committee is then charged with the responsibility of accepting or rejecting the material as representative of the ability to direct doctoral dissertations.

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*The University of Oklahoma  
Room 313 Buchanan Hall  
Norman, Oklahoma 73019  
Phone: [405] 325-3811  
FAX: [405] 325-6029*

**Graduate College**  
Norman Campus

---

**TO:** Dean Fred Wood  
College of Education

**FROM:** William O. Ray   
Associate Dean

**DATE:** December 9, 1993

**SUBJECT:** Graduate Faculty Criteria

The graduate faculty criteria that you submitted for Instructional Leadership and Academic Curriculum has been tentatively approved by the Graduate College. However, final approval must be given by the Graduate Council's Graduate Faculty committee. I expect that the committee will meet soon after the holiday break. In the mean time, we will begin using the new criteria.

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# The University of Oklahoma

EDDIE CAROL SMITH  
INTERIM VICE PRESIDENT FOR RESEARCH  
DEAN OF THE GRADUATE COLLEGE  
DAVID ROSS BOYD PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY

11-23-93

Bill,

did we decide to take these from  
the committee before approving. if so,

to.

Please have it done by Holiday break  
Danks Sy

---

Go ahead and start using  
these pending final approval  
from committee

tentative app by NCR  
by must have final app GEC  
GEC - CIRM

---



*The University of Oklahoma*

COLLEGE OF EDUCATION

MEMORANDUM

TO: Eddie Smith  
FROM: Fred H. Wood, Dean *Fred H. Wood*  
College of Education  
SUBJ: Graduate Faculty Criteria  
DATE: November 23, 1993

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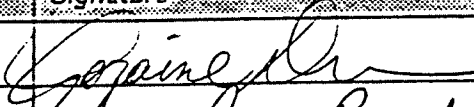
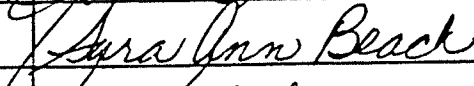
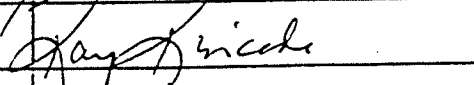
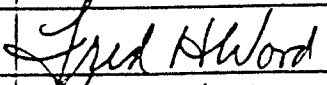
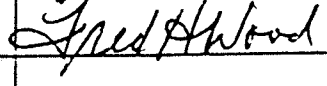
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<b>Department</b>	Instructional Leadership & Academic Curriculum
<b>Normal Term</b>	5 Years <small>(may not exceed seven years)</small>

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	Degree(s) Required	Research/Creative Activities required	College
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<b>M1</b> <i>All M0 privileges and service on Masters Committees, may also direct Master's theses</i>	Doctorate or equivalent	Doctoral degree in a field relevant to appointment or compensating experience as evidenced by documented contribution or recognition in professional education or related field	
<b>M2</b> <i>All M1 privileges; may also serve on doctoral committees.</i>	Doctorate or equivalent	Earned doctorate from a regionally accredited institution of higher learning	
<b>M3</b> <i>All M2 privileges; may also direct doctoral dissertations.</i>	Doctorate or equivalent	<ol style="list-style-type: none"> <li>1. A minimum of one publication must be empirical research (see attached criteria).</li> <li>2. The remaining two of the three publications may be:                             <ol style="list-style-type: none"> <li>a. Theoretical or conceptual.</li> <li>b. Scholarly books or chapters focusing on current findings or methodologies (see attached criteria).</li> </ol> </li> </ol>	
<b>Special Member</b> <i>Duties as approved by Graduate Dean; maximum term is two years.</i>	At least a Masters or equivalent	Education and experience required to carry out the role for which special membership is requested.	

## Approvals

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UNIVERSITY OF OKLAHOMA  
Instructional Leadership & Academic Curriculum

TO: ILAC Faculty  
FROM: Graduate Studies Committee  
DATE: October 22, 1993  
SUBJECT: New Graduate Faculty Criteria

The Revised Graduate Faculty Criteria were approved by a vote of departmental faculty. The tally of votes is given below. Fred, as Graduate Liaison, will forward the document to the Graduate College.

10 approve  
4 do not approve  
1 abstain  
1 not available

UNIVERSITY OF OKLAHOMA  
Department of Instructional Leadership & Academic Curriculum  
PROPOSED REVISION TO CRITERIA FOR DETERMINING  
GRADUATE FACULTY STATUS<sup>1</sup>

Approved by Department Faculty on October 22, 1993

Introduction

A revised Charter of the Graduate Faculty of the University of Oklahoma was approved by the OU Board of Regents on March 8, 1984. One of the provisions of the charter 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:

Member - This status shall be granted to faculty members who are judged to be qualified to teach graduate level courses, serve on master's committees and direct master's theses. Those who possess the doctoral degree or compensating experience and expertise may also serve on doctoral committees. When recommended by the department and approved by the Dean of the Graduate College, these Members may also direct and /or co-direct doctoral dissertations. (Note: The basic principle in determining who may direct dissertations should be that only those who are actively involved in research / creative active should direct the original work of others. Criteria to determine this could include research publications, refereed exhibits and/or performances within a relevant time span, appropriate professional experience in the field, regional or national level presentations representing significant addition of new knowledge, or unique application(s) of existing knowledge in the solutions of problems pertinent to the contributor's discipline). To be granted Member status, a faculty member must have the appropriate educational background and be engaged in scholarly research/creative activities of sufficient quality to merit professional recognition. (Note: Each department is to recommend to the Dean of the Graduate College what constitutes 'appropriate educational background' and 'scholarly research/creative activities of sufficient quality' to meet professional recognition.)

Purpose

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 Instructional Leadership and Academic Curriculum regarding matters or procedures that affect the quality, standards, or consistency of graduate studies.

## Graduate Faculty Criteria

The Graduate Studies Committee will be guided by the intent of the Department 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. 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.

- A. Department of Instructional Leadership and Academic Curriculum faculty members with a professional 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 compensating experience as evidenced by documented contribution or recognition in professional education or a related field. Graduate faculty Members are approved to teach graduate level courses, serve on master's committees, and direct master's theses.
- B. Graduate faculty members who possess an earned doctorate from a regionally accredited institution of higher learning may also serve on doctoral committees.
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Criterion: Evidence of scholarship as indicated by three scholarly publications in monitored<sup>2</sup>, nationally recognized vehicles within a five year interval prior to evaluation.

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The stated criteria will be followed with few exceptions. However, if a faculty member chooses to present other forms of scholarship that do not fit the criteria described in this document it is the responsibility of the faculty member to present a rationale and documentation explaining why this particular work demonstrates the ability to direct dissertations. The Graduate Studies Committee is then charged with the responsibility of accepting or rejecting the material as representative of the ability to direct doctoral dissertations.

### Procedures

Faculty may apply for graduate faculty status (M-1 and M-2) to teach graduate level courses, serve on and direct masters theses/projects and serve on dissertation committees by completing and submitting a Graduate Faculty Application form (available from department files) and submitting a current vita to the departmental Graduate Liaison who will forward it to the Graduate Studies Committee.

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Effective Date:        January 1, 1994, or as soon thereafter as approved by the Graduate College

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# The University of Oklahoma

COLLEGE OF EDUCATION

NOV 29 1993

## MEMORANDUM

**TO:** Eddie Smith  
**FROM:** Fred H. Wood, Dean *Fred H. Wood*  
College of Education  
**SUBJ:** Graduate Faculty Criteria  
**DATE:** November 23, 1993

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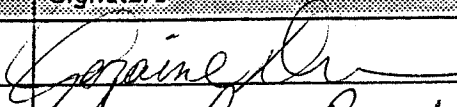
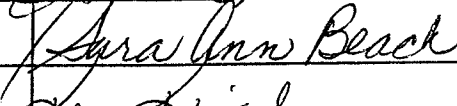
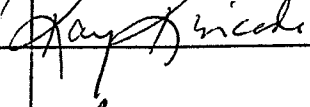
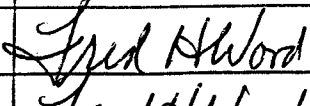
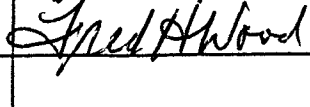
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**UNIVERSITY OF OKLAHOMA**  
**Instructional Leadership & Academic Curriculum**

TO: ILAC Faculty  
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*The University of Oklahoma  
Room 313 Buchanan Hall  
Norman, Oklahoma 73019  
Phone: [405] 325-3811  
FAX: [405] 325-6029*

**Graduate College**  
Norman Campus

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**TO:** Dean Fred Wood  
College of Education

**FROM:** William O. Ray  
Associate Dean 

**DATE:** December 9, 1993

**SUBJECT:** Graduate Faculty Criteria

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The University of Oklahoma

EDDIE CAROL SMITH  
INTERIM VICE PRESIDENT FOR RESEARCH  
DEAN OF THE GRADUATE COLLEGE  
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11-23-93

Bill,

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the committee before approving. if so,

do.

Please have it done by Holiday break

Thanks E

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Go ahead and start using  
those pending final approval  
from committee.

teaching app by WOR  
by must have final app GRC  
GRC app



# *The University of Oklahoma*

COLLEGE OF EDUCATION

## MEMORANDUM

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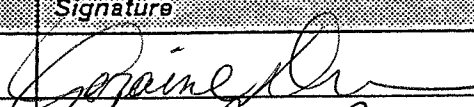
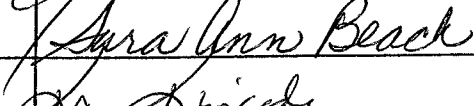
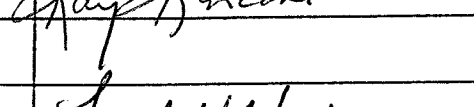
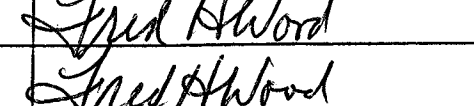

# GRADUATE FACULTY CRITERIA WORKSHEET

<b>Department</b>	Instructional Leadership & Academic Curriculum
<b>Normal Term</b>	5 Years <i>(may not exceed seven years)</i>

Note: Criteria effective January 1, 1994 or as soon thereafter as approved by the Graduate

	Degree(s) Required	Research/Creative Activities required	College
<b>M0</b> <i>May teach graduate courses.</i>	In departmental guidelines M0 is subsumed under M1		
<b>M1</b> <i>All M0 privileges and service on Masters Committees, may also direct Master's theses</i>	Doctorate or equivalent	Doctoral degree in a field relevant to appointment or compensating experience as evidenced by documented contribution or recognition in professional education or related field	
<b>M2</b> <i>All M1 privileges; may also serve on doctoral committees.</i>	Doctorate or equivalent	Earned doctorate from a regionally accredited institution of higher learning	
<b>M3</b> <i>All M2 privileges; may also direct doctoral dissertations.</i>	Doctorate or equivalent	<ol style="list-style-type: none"> <li>1. A minimum of one publication must be empirical research (see attached criteria).</li> <li>2. The remaining two of the three publications may be:                             <ol style="list-style-type: none"> <li>a. Theoretical or conceptual.</li> <li>b. Scholarly books or chapters focusing on current findings or methodologies (see attached criteria).</li> </ol> </li> </ol>	
<b>Special Member</b> <i>Duties as approved by Graduate Dean; maximum term is two years.</i>	At least a Masters or equivalent	Education and experience required to carry out the role for which special membership is requested.	

## Approvals

	Typed Name	Signature	Date
Department Graduate Faculty Committee	Loraine Dunn		11-19-93
Department Graduate Faculty Committee	Sara Ann Beach		11-19-93
Department Graduate Faculty Committee	Kay Kincade		11-19-93
Department Graduate Faculty Committee	Edmund A. Marek		
Chair/Director	Fred Wood		11-19-93
Budget Dean	Fred Wood		11-19-93
Graduate Dean	Eddie Carol Smith or William O. Ray		

**UNIVERSITY OF OKLAHOMA**  
**Instructional Leadership & Academic Curriculum**

TO: ILAC Faculty  
FROM: Graduate Studies Committee  
DATE: October 22, 1993  
SUBJECT: New Graduate Faculty Criteria

The Revised Graduate Faculty Criteria were approved by a vote of departmental faculty. The tally of votes is given below. Fred, as Graduate Liaison, will forward the document to the Graduate College.

10 approve  
4 do not approve  
1 abstain  
1 not available

**UNIVERSITY OF OKLAHOMA**  
**Department of Instructional Leadership & Academic Curriculum**  
**PROPOSED REVISION TO CRITERIA FOR DETERMINING**  
**GRADUATE FACULTY STATUS<sup>1</sup>**

Approved by Department Faculty on October 22, 1993

Introduction

A revised Charter of the Graduate Faculty of the University of Oklahoma was approved by the OU Board of Regents on March 8, 1984. One of the provisions of the charter 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:

Member - This status shall be granted to faculty members who are judged to be qualified to teach graduate level courses, serve on master's committees and direct master's theses. Those who possess the doctoral degree or compensating experience and expertise may also serve on doctoral committees. When recommended by the department and approved by the Dean of the Graduate College, these Members may also direct and /or co-direct doctoral dissertations. (Note: The basic principle in determining who may direct dissertations should be that only those who are actively involved in research / creative active should direct the original work of others. Criteria to determine this could include research publications, refereed exhibits and/or performances within a relevant time span, appropriate professional experience in the field, regional or national level presentations representing significant addition of new knowledge, or unique application(s) of existing knowledge in the solutions of problems pertinent to the contributor's discipline). To be granted Member status, a faculty member must have the appropriate educational background and be engaged in scholarly research/creative activities of sufficient quality to merit professional recognition. (Note: Each department is to recommend to the Dean of the Graduate College what constitutes 'appropriate educational background' and 'scholarly research/creative activities of sufficient quality' to meet professional recognition.)

Purpose

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 Instructional Leadership and Academic Curriculum regarding matters or procedures that affect the quality, standards, or consistency of graduate studies.

## Graduate Faculty Criteria

The Graduate Studies Committee will be guided by the intent of the Department 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. 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.

- A. Department of Instructional Leadership and Academic Curriculum faculty members with a professional 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 compensating experience as evidenced by documented contribution or recognition in professional education or a related field. Graduate faculty Members are approved to teach graduate level courses, serve on master's committees, and direct master's theses.
- B. Graduate faculty members who possess an earned doctorate from a regionally accredited institution of higher learning may also serve on doctoral committees.
- C. Department of Instructional Leadership and Academic Curriculum faculty members with doctorates will be recommended by the Graduate Studies Committee to the Graduate Dean for the task of directing or co-directing doctoral dissertations (i.e., chairing a graduate student's doctoral advisory committee) provided they meet the following criterion.

**Criterion: Evidence of scholarship as indicated by three scholarly publications in monitored<sup>2</sup>, nationally recognized vehicles within a five year interval prior to evaluation.**

1. A minimum of one publication must be empirical research based on the following definition.

Empirical research is data based and can be analyzed in different ways. General categories for the methods used fall under the categories of quantitative, qualitative, and historical research.

2. The remaining two of the three publications may be:

a. Theoretical or conceptual

Conceptual research is developed out of a review of past and present research where information is applied to new forms/structures to generate new knowledge.

Theoretical research is the development of new theories which grow out of the restructuring of present theories into new structures or the development of new theory related to a new knowledge base.

b. Scholarly books or chapters focusing on current research findings or methodologies that are recognized by colleagues as contributions to the professional literature.

The stated criteria will be followed with few exceptions. However, if a faculty member chooses to present other forms of scholarship that do not fit the criteria described in this document it is the responsibility of the faculty member to present a rationale and documentation explaining why this particular work demonstrates the ability to direct dissertations. The Graduate Studies Committee is then charged with the responsibility of accepting or rejecting the material as representative of the ability to direct doctoral dissertations.

### Procedures

Faculty may apply for graduate faculty status (M-1 and M-2) to teach graduate level courses, serve on and direct masters theses/projects and serve on dissertation committees by completing and submitting a Graduate Faculty Application form (available from department files) and submitting a current vita to the departmental Graduate Liaison who will forward it to the Graduate Studies Committee.

Faculty may apply for graduate faculty status (M-3) to direct doctoral dissertations (chairing a graduate student's doctoral advisory committee) by submitting the following to the departmental Graduate Liaison who will forward it to the Graduate Studies Committee:

1. a completed Graduate Faculty Application form (available from department files)
2. current vita

3. a page listing vita entries believed to meet the criterion above and documentation of the review process (photocopy of editorial information, e.g., editorial board, editorial policy).
4. copies of relevant manuscripts meeting the criterion above
5. if necessary to make an informed decision, the Graduate Studies Committee may request additional information from the applicant.

All members who meet the criterion listed above will be recommended to the Graduate Dean to chair doctoral advisory committees for a five-year period from the date of approval. If an M-3 application is denied the Committee will explain the reasons for the denial to the applicant in writing. Members who are not considered eligible may continue directing doctoral dissertations of students for whom dissertation work is underway but they may not serve as committee chair for new students. Individuals who do not meet the criterion 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.

#### Graduate Studies Committee

1. The Graduate Studies Committee shall consist of three members who serve staggered three-year terms. One member shall be elected each year during the regular departmental election. Graduate Studies Committee members must hold M-3 status.
2. 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.
3. As needed the Graduate Studies Committee will bring to the attention of the faculty issues related to the implementation of the policies outlined in this document.

Effective Date: January 1, 1994, or as soon thereafter as approved by the Graduate College



End Notes:

1. For further details on the University Graduate Faculty policy see the Charter of the Graduate Faculty which is reprinted in the Faculty Handbook.
2. This term is intended to include those forms of quality control normally used by academic journals (e.g. refereeing, editorial selecting, or other forms of professional review)

**UNIVERSITY OF OKLAHOMA**  
**Instructional Leadership & Academic Curriculum**

TO: ILAC Faculty

FROM: Graduate Studies Committee

DATE: October 22, 1993

SUBJECT: New Graduate Faculty Criteria

The Revised Graduate Faculty Criteria were approved by a vote of departmental faculty. The tally of votes is given below. Fred, as Graduate Liaison, will forward the document to the Graduate College.

10 approve  
4 do not approve  
1 abstain  
1 not available

UNIVERSITY OF OKLAHOMA  
Department of Instructional Leadership & Academic Curriculum  
PROPOSED REVISION TO CRITERIA FOR DETERMINING  
GRADUATE FACULTY STATUS<sup>1</sup>

Approved by Department Faculty on October 22, 1993

Introduction

A revised Charter of the Graduate Faculty of the University of Oklahoma was approved by the OU Board of Regents on March 8, 1984. One of the provisions of the charter 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:

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Purpose

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- A. Department of Instructional Leadership and Academic Curriculum faculty members with a professional 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 compensating experience as evidenced by documented contribution or recognition in professional education or a related field. Graduate faculty Members are approved to teach graduate level courses, serve on master's committees, and direct master's theses.
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- C. Department of Instructional Leadership and Academic Curriculum faculty members with doctorates will be recommended by the Graduate Studies Committee to the Graduate Dean for the task of directing or co-directing doctoral dissertations (i.e., chairing a graduate student's doctoral advisory committee) provided they meet the following criterion.

Criterion: Evidence of scholarship as indicated by three scholarly publications in monitored<sup>2</sup>, nationally recognized vehicles within a five year interval prior to evaluation.

1. A minimum of one publication must be empirical research based on the following definition.

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2. The remaining two of the three publications may be:

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Conceptual research is developed out of a review of past and present research where information is applied to new forms/structures to generate new knowledge.

Theoretical research is the development of new theories which grow out of the restructuring of present theories into new structures or the development of new theory related to a new knowledge base.

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The stated criteria will be followed with few exceptions. However, if a faculty member chooses to present other forms of scholarship that do not fit the criteria described in this document it is the responsibility of the faculty member to present a rationale and documentation explaining why this particular work demonstrates the ability to direct dissertations. The Graduate Studies Committee is then charged with the responsibility of accepting or rejecting the material as representative of the ability to direct doctoral dissertations.

### Procedures

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Effective Date: January 1, 1994, or as soon thereafter as approved by the Graduate College

End Notes:

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UNIVERSITY OF OKLAHOMA  
Department of Instructional Leadership & Academic Curriculum  
PROPOSED REVISION TO CRITERIA FOR DETERMINING  
GRADUATE FACULTY STATUS<sup>1</sup>

Approved by Department Faculty on October 22, 1993

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2. 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.
3. As needed the Graduate Studies Committee will bring to the attention of the faculty issues related to the implementation of the policies outlined in this document.

Effective Date: January 1, 1994, or as soon thereafter as approved by the Graduate College

End Notes:

1. For further details on the University Graduate Faculty policy see the Charter of the Graduate Faculty which is reprinted in the Faculty Handbook.
2. This term is intended to include those forms of quality control normally used by academic journals (e.g. refereeing, editorial selecting, or other forms of professional review)



*The*  
**University of Oklahoma**

COLLEGE OF EDUCATION  
OFFICE OF THE DEAN  
820 Van Vleet Oval  
Norman, Oklahoma 73019  
(405) 325-1081

M E M O R A N D U M

TO: Kenneth Hoving  
Dean, Graduate College

FROM: *Fred H. Wood*  
Fred H. Wood  
Dean, College of Education

SUBJ: Revised Graduate Faculty Criteria

DATE: January 3, 1989

I have reviewed the revised criteria for graduate faculty membership from the Department of Instructional Leadership and Academic Curriculum (see attached memo from Paul Kleine dated December 22, 1988). This document clarifies the criteria used prior to departmentalization. The proposal has my full support and your early action on this change is appreciated.

/s

c: Paul Kleine



*Time for Greatness*

DEPARTMENT OF INSTRUCTIONAL LEADERSHIP AND ACADEMIC CURRICULUM  
GRADUATE STUDIES COMMITTEE

CRITERIA FOR DETERMINING GRADUATE FACULTY STATUS

Approved by Department Faculty December 14, 1988

Introduction

A revised Charter of the Graduate Faculty of the University of Oklahoma was approved by the OU Board of Regents on March 8, 1984. One of the provisions of the charter 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:

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Purpose

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 Instructional Leadership and Academic Curriculum regarding matters or procedures that affect the quality, standards, or consistency of graduate studies.

Graduate Faculty Criteria

The Graduate Studies Committee will be guided by the intent of the Department 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. 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.*

- A. *Department of Instructional Leadership and Academic Curriculum 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 compensating experience as evidenced by documented contribution or recognition in professional education or a related field. Graduate faculty Members are approved to teach graduate level courses, serve on master's committees, and direct master's theses.*
- B. *Graduate faculty members who possess an earned doctorate from a regionally accredited institution of higher learning may also serve on doctoral committees. ✓*
- C. *Faculty members with doctorates who have served one year on a tenure track appointment in the Department of Instructional Leadership and Academic Curriculum 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 following criterion.*
  - 1. *Evidence of scholarship as indicated by publication of three articles in monitored\*, nationally recognized journals within a five year interval prior to evaluation.*

*This criterion is also intended to provide a reference point for evaluating other scholarly activities which have wider variance in the degree of scholarship exhibited. Therefore, documentation supporting the equivalence of the following kinds of scholarly activities to meet part of the requirement above will be evaluated by the Graduate Studies Committee.*

- a. *Scholarly books.*
- b. *Book chapters or monographs that are recognized by colleagues as contributions to the professional literature.*

*\*This term is intended to include those forms of quality control normally used by academic journals (e.g. refereeing, editorial selecting, or other forms of professional review).*

- c. *Funded external grants or contracts.*

- d. *Papers that undergo the refereeing process presented at national or international conferences.*
- e. *Exhibits which have documented development, that also represent new knowledge or unique applications of existing knowledge (e.g., original computer programs, use of other electronic and traditional mediums, computer/video interaction designs, and other products).*

#### Procedures

*Each member of the Department of Instructional Leadership and Academic Curriculum faculty may submit his or her vita to the Graduate Studies Committee to determine eligibility for directing doctoral dissertations.*

*All members who meet the criterion listed above will be recommended to the Graduate Dean as dissertation directors for a five year period from the date of approval. Members who are not considered eligible may continue directing doctoral dissertations of students for whom they have already accepted responsibility as committee chair but they may not serve as committee chair for new students. Individuals who do not meet the criterion 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.*

#### Graduate Studies Committee Selections

*The Graduate Studies Committee shall be the Committee 'A' of our department if all members of the Committee 'A' have achieved M3 status which enables them to direct doctoral dissertations. In the event that any member of Committee 'A' has not been approved for M3 status then the faculty shall select other members of the Department to serve on the Graduate Studies Committee who are approved at that level. Such members shall serve until such time as all members of Committee 'A' have been approved for M3 status.*