



DODGE FAMILY COLLEGE OF ARTS AND SCIENCES
ANTHROPOLOGY
The UNIVERSITY of OKLAHOMA

Graduate Faculty Policies for Anthropology

Approved by Anthropology Department Faculty on 10/31/2022. Approved by graduate dean in November 2022.

The Department has responsibilities to designate graduate faculty and to manage assignment of courtesy graduate faculty appointments in the Department. The Graduate Faculty Committee will use these guidelines to provide the graduate dean with a list of members of our graduate faculty and to assign or revoke adjunct or affiliate status in the Department.

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Definitions and Policies

Graduate Faculty Committee

Academic units at OU have a responsibility to have a Graduate Faculty Committee made up of members of the Graduate Faculty. In Anthropology, Committee A (composed of the department Chair and two elected members) will serve as the Graduate Faculty Committee.

The Graduate Faculty Committee shall have the following responsibilities:

- Developing and publishing the criteria for membership on the Graduate Faculty, which are appropriate for that academic unit.
- Providing the Graduate Dean with the unit's criteria for membership.
- Providing the Graduate Dean with a list of members of the Graduate Faculty.

Graduate Faculty Appointments and Privileges

The Graduate College defines appointment categories based on criteria established by each department ([see more details here](#)). The privileges and appointment categories are:

Appointment	Privileges
RM0	May teach graduate-level classes
RM1	All the privileges of RM0 and may serve on master's degree committees
RM2	All the privileges of RM1 and may chair non-thesis master's committees
RM3	All the privileges of RM2 and may chair master's thesis committees and serve on doctoral committees
RM4	All the privileges of RM3 and may chair doctoral committees
SM	Special Membership status. May be granted the privilege to teach graduate-level classes, to serve on graduate examination committees, or to serve on thesis or dissertation committees, at the discretion of the academic department and subject to the approval of the graduate dean. Individuals meeting certain conditions may also be granted the privilege to chair committees. May not serve as the Graduate College Representative of dissertation committees.

Graduate Faculty Status Review Frequency

The qualifications for graduate faculty status will be reviewed no less frequently than every five years for department regular faculty. The Graduate College defines the frequency for which Special Member status will be reviewed. Currently, any individual with Special Member status will be reviewed no less frequently than every two years.

Membership Categories

The department has several categories of graduate faculty status based on employment and affiliation with the university:

- Regular faculty within the department of Anthropology
- Courtesy Appointments as either Regular Members or Special Members
 - Adjunct Faculty with regular faculty appointment at OU
 - Adjunct senior researchers at the Oklahoma Archeological Survey
 - Adjunct researcher faculty or researchers at OU
 - Affiliate faculty without employment at OU

The department further makes a distinction for “Courtesy” members based on employment and engagement with the department.

Depending on their affiliation, rank, and employment status individuals may be given Regular Member or Special Member status.

Mentorship Expectations

The basic academic responsibilities stated in [Section 3.2.2 of OU Faculty Handbook](#) are expected of all graduate faculty members, and include but are not limited to: maintaining and improving scholarly competence, engaging in respectful and non-exploitative academic conduct and mentorship, and not harassing or discriminating against students and colleagues. Furthermore, the Anthropology faculty affirms that consistently meeting the obligation to supervise and advance the work of graduate students is a central criterion for holding graduate faculty status.

The expectations of quality mentorship include but are not limited to:

- Meeting with students at least annually.
- Providing timely feedback of written materials.
- Maintaining an awareness of graduate college policies and deadlines.
- Working with students and colleagues with respect and in a professional manner.
- Placing an emphasis on the professional development and career plans of the student.
- Being available and responsive to students on whose committee one serves (including being physically present for oral exams and defenses unless unable to do so for appropriate reasons).
- Providing appropriate information to the faculty for annual student evaluations.
- Participating in the selection of students for admission to the graduate program.
- Participating in scheduled faculty discussions about the graduate program.

In addition, for department faculty to retain RM3 or RM4 status or for Researchers in Oklahoma Archeological Survey with SM status to retain rights to chair committees, the individual’s previous

performance as a thesis/dissertation director must have met department expectations for quality mentorship.

Mentorship and Teaching Evaluation

Graduate Student mentorship and instruction by Anthropology graduate faculty will primarily be evaluated through the annual faculty evaluation process. Faculty are expected to provide evidence of quality mentorship and instruction in their self-evaluations. Committee A may also take into account peer teaching reviews, Student Experience Surveys, information from the Graduate Liaison, the Dean of the Dodge Family College of Arts and Sciences, the Office of the Provost, the Institutional Equity Office, the Graduate College, graduate students, and/or Anthropology graduate faculty.

Mentorship, as well as any teaching of Graduate Courses, by Special Members whose appointment is outside of Anthropology will be evaluated using measures which may include soliciting self-evaluations of mentorship and teaching, informal polling of department faculty who served on the committee, as well as exit interviews of graduating students (after signatures received from final thesis submission).

Graduate Faculty Membership Rescission

The Department of Anthropology 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 may be in violation of the terms of Graduate Faculty status. Grounds for rescission include but are not limited to scholarly misconduct, failure to fulfill a Graduate Faculty member's academic and/or graduate mentoring responsibilities, or failure to adhere to Graduate College policies or University policies relating to graduate education.

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 Chair that question an individual's Graduate Faculty status during that individual's current term, the Chair will investigate the matter in a timely manner. Based on the nature of those reasons, the Chair 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 Chair from a variety of sources including but not limited to the Graduate Faculty Committee, the Graduate Liaison, the Dean of the Dodge Family College of Arts and Sciences, the Office of the Provost, the Institutional Equity Office, the Graduate College, graduate students, and/or Anthropology graduate faculty.

If the Chair determines that the conduct may warrant rescission of Graduate Faculty status, the Chair 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 rescinded, as well as the appeal process, are detailed in the Graduate College [Procedure for Rescission of Graduate Faculty Status](#).

Definition of the Terminal Degree

The terminal degree for the department is a doctorate in Anthropology or a related field.

Definition of Appropriate Tested Experience

There are circumstances where individuals have relevant experience but lack the appropriate terminal degree. These individuals can become eligible for Special Member status with privileges defined based on meeting levels of tested experience due to their exceptional knowledge with relevance to student theses and dissertations, or in the case of graduate course instructors, their knowledge and experience in the subject matter of a particular course.

Individuals seeking Special Member status on the basis of tested experience must have an advanced degree (including but not limited to M.A., M.F.A, M.S., J.D., or M.D.) in Anthropology or a related field. Exceptional knowledge must be based on experience in the practice of anthropology or a related field. Examples of anthropological experience include, but are not limited to, working in supervisory and/or research capacities in Cultural Resource Management, Hospitals and other health-related venues, Museums, Non-Governmental Organizations, State or Federal agencies, and Tribal Historic Preservation Offices. In the case of graduate course instruction, individuals must have both tested experience from anthropological practice and experience teaching the course subject matter.

Emeritus Faculty

According to the OU Graduate Faculty charter, faculty who retire or resign lose their current graduate faculty status and may be considered by the Graduate Dean for Special Member, Member at Large, or *Ex Officio* status. It is the preference of the Department that after a year of retirement, emeritus faculty no longer serve as sole chairs of any committees, and they take on roles as member or co-chairs, based on circumstances and discussions between the Graduate Faculty Committee and the Graduate Dean.

Co-Chairing

Faculty with RM3 status may co-direct a dissertation with another faculty with RM4 status. Likewise, Oklahoma Archeological Survey adjuncts that have not yet served on a doctoral committee, but who otherwise qualify to chair a Ph.D. committee, may co-chair with an RM4 Regular faculty member.

Graduate College Representative

The responsibilities and criteria for serving as a graduate college representative are defined in [Section 8.3.1.2 of the Graduate College Bulletin](#). In short, the Graduate College Representative on an Anthropology student’s committee must have M2/M3 or RM3/4 privileges outside of Anthropology.

Sub-Fields and Appropriate Dissertation Chair

Students should have dissertation chairs that are appropriate for their subfield, and exceptions should be approved by the Graduate Liaison, in consultation with the faculty of the relevant subfields. A current list of sub-field membership is available on the department website.

Untenured Faculty and Graduate Student Committee Commitments

The Anthropology faculty recommends all untenured faculty be careful about balancing their commitments to graduate student committees with the needs of building a tenure dossier.

Regular Department Faculty Graduate Faculty Status Criteria

The following criteria are used by the Graduate Faculty Committee to determine the appropriate appointments for regular department faculty.

RM0: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field.

RM1: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The member must also have submitted a grant application after earning the doctorate, or submitted an article or book chapter or a scholarly book manuscript for publication.

RM2: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The member must also have submitted a research grant application after earning the doctorate, or submitted an article or book chapter or a scholarly book manuscript for publication.

RM3: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The member must also have had a peer-reviewed article or book chapter or a peer-reviewed book manuscript accepted for publication, or have obtained a grant since earning the Ph.D.

RM4: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of Anthropology. Such faculty will have a Ph.D. in Anthropology or related field. The criteria for untenured faculty will be different from those for tenured faculty, as will the criteria for ranked renewable term faculty.

- Untenured Faculty, Pre-Three-Year Review or Ranked Renewable Term Faculty during first three years of appointment: The member must also have had
 - a peer-reviewed article or book chapter or book manuscript accepted for publication, OR have obtained a research grant after earning their doctorate.
- Untenured Faculty, Post-Three-Year Review or Ranked Renewable Term Faculty after three years of appointment: The faculty member must also have had
 - at least three peer-reviewed articles or book chapters accepted for publication within five years, OR
 - a peer-reviewed book manuscript accepted for publication within eight years, OR
 - at least two peer-reviewed article or book chapters accepted for publication and received a research grant within five years and after earning their doctorate.
- Tenured Faculty: The faculty member must also have
 - published a peer-reviewed book within eight years, OR
 - published at least three peer-reviewed articles or book chapters within five years, OR
 - published at least two peer-reviewed articles or book chapters and received a national-level research grant within five years and after earning their doctorate.

Temporary Graduate Faculty Appointment Criteria, Policies, and Procedures

Temporary Graduate Faculty appointments can be issued to individuals inside (Adjunct) or outside (Affiliate) the University.

In Anthropology, the level of privileges and responsibilities depend on whether the individual is regular faculty at the University, a senior researcher in the Oklahoma Archeological Survey, a researcher, or employed outside of the university. A further distinction is made for “Courtesy” appointments who work closely with the department and students.

Courtesy Adjuncts

Courtesy Adjuncts are full-time OU faculty or Senior Archaeologists at the Oklahoma Archeological Survey with a Ph.D. in Anthropology or a related discipline whose budget lines are entirely in other units. To become an Courtesy Adjunct there is an additional application procedure (see below). Archaeologists at the Oklahoma Archeological Survey have separate rights and responsibilities with regards to the graduate program, which are documented below. Courtesy Adjuncts do not formally add an Anthropology title to their academic rank, except those titles negotiated separately, but may use “Courtesy Adjunct in Anthropology” as an informal title on their c.v. and correspondence.

Courtesy Adjunct Rights and Responsibilities

Undergraduate program: Courtesy Adjuncts who are regular faculty may not vote on undergraduate issues, as they potentially have other undergraduate programs for which they are responsible. They may teach undergraduate courses in the department when arranged between the chair of their respective unit and the chair of Anthropology.

Graduate program: Courtesy Adjuncts can have roles on graduate committees. See below.

Personnel and governance issues: Courtesy Adjuncts are invited to attend departmental meetings, and may participate in discussions (where relevant), but may not vote on departmental personnel and governance issues, including, but not limited to: votes for chair and Committee A, tenure and promotion, and hiring. They may participate in searches by meeting with candidates and attending job talks, should they so desire. If invited to serve on a search committee in Anthropology, adjunct faculty serve as an outside member, and in this capacity may vote as a member of the committee.

Departmental resources: Courtesy Adjuncts may not use funding sources available through the department, such as travel funds. However, they may use the department’s film library. Additionally, Courtesy Adjuncts may receive general departmental communication, and therefore receive direct information about departmental events, but not communication about internal personnel issues and other matters reserved for voting faculty.

Faculty with Courtesy Adjunct appointments in Anthropology, who are not in the Oklahoma Archeological Survey

Some adjunct faculty will already have Graduate faculty status from their home departments. For those faculty, the following rules apply:

- Adjuncts may serve on committees consistent with their RM1, RM2, RM3, or RM4 designation in the graduate college, but they may not chair committees in Anthropology. They also may not serve as the graduate college representative on an Anthropology doctoral committee. Adjunct faculty in Anthropology can count towards the majority rule of the Graduate College if given that status through the department, but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology.

Other adjuncts do not have graduate appointments from their home departments because they are research faculty or they are regular faculty members of units that do not make appointments to the graduate college. The following rules apply:

- *Teaching:* An adjunct may be appointed to teach graduate courses, with an appropriate term for the assignment. The candidate should have documented experience in the area relevant to the proposed instruction.
- *Master's and Doctoral:* An individual who is an Courtesy Adjunct in Anthropology may be appointed as Special Member to the graduate faculty to serve on M.A. or Ph.D. committees. These appointments are for a 5-year term on the graduate faculty. The Special Members cannot serve as graduate college representatives on a doctoral committee. The Courtesy Adjunct Special Members count towards the majority rule of the Graduate College, but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM3 level outlined above.

Senior Researchers from the Oklahoma Archeological Survey with Courtesy Adjunct appointments

Because of the special relationship between the Department of Anthropology and the Oklahoma Archeological Survey, including sharing of resources and a shared interest in graduate recruitment and training, the following rules apply. Oklahoma Archeological Survey Senior Researchers with Courtesy Adjunct status in the Department of Anthropology may chair committees, if permitted to do so by the Graduate College. They may also be issued Special Member status by the Department to chair committees, as detailed in the rules below. Oklahoma Archeological Survey Courtesy Adjuncts may not serve as the graduate college representatives on Anthropology doctoral committees. Courtesy Adjunct Survey members count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology. Oklahoma Archeological Survey members with Courtesy Adjunct status may vote on graduate admissions and ranking.

Teaching: An Oklahoma Archeological Survey adjunct may be appointed to teach graduate courses, with an appropriate term for the assignment. The candidate should have documented experience in the area relevant to the proposed instruction.

Committee member: An Oklahoma Archeological member may be appointed as Special Member to the graduate faculty with rights to serve on M.A. or Ph.D. committees. These appointments are for a 2-year term on the graduate faculty. They cannot serve as graduate college representatives on Anthropology Ph.D. committees. The Special Members count towards the majority rule of the Graduate College, but

Regular Faculty members cannot be in the minority on any M.A. or Ph.D. Committee in Anthropology. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM1 level outlined above to serve on M.A. committees, and the RM3 level above to serve on Ph.D. committees.

Chair M.A. Committee: Oklahoma Archeological Survey members may be appointed as a Special Member with the rights to chair an M.A. committee. These appointments are for a two-year term. The Courtesy Adjunct Special Members count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any M.A. committee in Anthropology. In order to be permitted to chair an M.A. committee in Anthropology, a Courtesy Adjunct archaeologist must have been a member of a previous OU Anthropology M.A. committee that finished successfully. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM3 level outlined above.

Chair Ph.D. committee: Oklahoma Archeological Survey researchers may be appointed as a Special Member with the rights to chair an Ph.D. committee. These appointments are for a two-year term. The Courtesy Adjunct Special Members count towards the majority rule of the Graduate College but Regular Faculty members cannot be in the minority on any Ph.D. committee in Anthropology. In order to be permitted to chair an Ph.D. committee in Anthropology, an Oklahoma Archeological Survey researcher must have been a member of a previous OU Anthropology Ph.D. committee that finished successfully. An Oklahoma Archeological Survey researcher who has not served on a previous OU Ph.D. committee, but is otherwise qualified to chair, may serve as co-chair in a Ph.D. committee with a Regular faculty member in Anthropology as chair. The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM4 level for tenured faculty outlined above.

Procedures

To become a courtesy Courtesy Adjunct member of the Department of Anthropology, interested individuals must complete the application form and submit it to the Department's Chair, along with a current CV. These documents will be circulated to the regular faculty, and discussed and voted on by the regular Anthropology faculty.

The graduate faculty committee can choose to review courtesy Courtesy Adjunct faculty status at their discretion, and may bring votes on renewal or rescission of courtesy adjunct status to the Department for a vote by the regular Anthropology faculty.

Adjunct and Affiliate Special Membership

Individuals who do not hold a paid position at the University, are regular faculty who do not wish to be "Courtesy Adjuncts", or are researchers or staff at the University may be appointed with Adjunct (OU employee) or Affiliate (non-OU Employee) Special Member status in Anthropology. These special members may be appointed in order to teach individual graduate level courses or to serve on individual student committees but cannot chair student committees. The duration of the appointments are typically decided based on the length of the individual assignments and is limited to a maximum of 2 years by the Graduate College.

The privileges can include:

- Teaching: An individual may be appointed as Special Member to the graduate faculty to teach a graduate course in which the individual has recognized expertise. The length of the appointment is individually decided based on the teaching assignment, generally by academic year. The criteria for Special Member status with teaching privileges are as follows:
 - With the Terminal Degree: The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM0 level outlined above.
 - With Tested Experience: At a minimum a Master's degree (or equivalent) with exceptional knowledge relevant to topic of instruction derived from practicing anthropology (as defined above) for a minimum of five years.
- Master's: An individual may be appointed as Special Member to the graduate faculty with privileges to serve on a M.A. committee if the individual has recognized expertise in the student's research area. The length of the appointment is individually decided based on the expected committee duration. The Special Member cannot serve as chair of the M.A. committee. The criteria for Special Member status are as follows:
 - With the Terminal Degree: The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM2 level outlined above.
 - With Tested Experience: Exceptional knowledge relevant to the student's thesis derived from practicing anthropology (as defined above) for a minimum of three years.
- Doctoral: An individual may be appointed as Special Member to the graduate faculty with privileges to serve on a Ph.D. committee if the individual has recognized expertise in the student's research area. The length of the appointment is individually decided based on the expected committee duration. The Special Member cannot serve as chair or graduate college representative of the Ph.D. committee. The criteria for Special Member status are as follows:
 - With the Terminal Degree: The academic degrees and research/creative activities of the individual must meet the graduate faculty criteria at the RM3 level outlined above.
 - With Tested Experience: Exceptional knowledge relevant to the student's dissertation derived from practicing anthropology (as defined above) for a minimum of five years.

Procedures for Acquiring Adjunct or Affiliate Special Member Status

The procedure for applying for or renewing Special Member status varies by whether the applicant has the appropriate terminal degree:

With the appropriate terminal degree: The applicant should provide their CV to the department chair. The Graduate Faculty Committee will review the CV and vote on issuing Special Member status.

With tested experience: Department approval for tested experience Special Member status will be made on a course-by-course or committee-by-committee basis. To be granted Special Member status in the Department of Anthropology based on tested experience, an application must be submitted to the department chair.

- For teaching a class: The application should include a statement of interest from the applicant that highlights their experience relevant to the proposed course, their relevant experience practicing Anthropology, as well as a resume or CV. The application will be circulated to the regular Anthropology faculty, discussed during a faculty meeting, and voted on by the regular Anthropology faculty.

- For Master's or PhD Committee Membership: The application should include a resume or CV, and a letter of support from the chair of the committee of the graduate student on whose committee the applicant will serve. The letter of support should explain how the tested experience of the applicant is exceptional, of relevance to the student project, and related to practicing Anthropology. The application will be circulated to the regular Anthropology faculty, discussed during a faculty meeting, and voted on by the regular Anthropology faculty.

Visiting Courtesy Research Affiliate Policies and Procedures

This designation is used to recognize researchers with a graduate degree in Anthropology or a graduate degree in an associated or collaborating field who have a close, active tie to the Department, but who do not otherwise qualify for Affiliate faculty status. These might include, but are not restricted to independent scholars, visiting scholars, and others.

Policies

Visiting Research faculty do not formally add an Anthropology title to their academic rank, except those titles negotiated separately, but may use “Visiting Courtesy Research Affiliate in Anthropology” as an informal title on their CV and correspondence.

The position is reviewed annually and requires ongoing interaction or collaboration with current OU Anthropology faculty or students.

Courtesy Research affiliates do not have any teaching or research obligations, except what is otherwise negotiated for any positions they may hold. They may not vote on any Department proceedings and do not attend faculty meetings other than those to which they have been invited or the public can otherwise access.

Courtesy Research affiliate status in Anthropology does not confer any other privileges, such as library or email access. But Visiting researchers can separately apply to the library for borrowing privileges or IT for network access and email.

Procedures

To become a Courtesy Research affiliate member of the Department of Anthropology, interested individuals must complete the application form and submit it to the Department’s Chair, along with a current CV. These documents will be circulated to the regular faculty, and discussed and voted on by the regular Anthropology faculty. The graduate faculty committee can choose to review courtesy faculty status at their discretion, and may bring votes on renewal of status to the Department for a vote by the regular Anthropology faculty. The Courtesy Research Affiliate status will end if the person is no longer in ongoing interaction or collaboration with current OU Anthropology faculty or students.