

**Michael F. Price College of Business /  
Gene Rainbolt Graduate School of Business**

**Policies and Procedures**

Graduate Faculty Membership

Purpose: To describe the Michael F. Price College of Business (and Gene Rainbolt Graduate School of Business) criteria for each level of Graduate Faculty membership and the process by which faculty members are appointed to Graduate Faculty status.

Process: Upon planned assignment of a faculty member to teach graduate classes or otherwise work with graduate students as a committee member or chair, the Division or Program Director will submit a current CV, name, and Sooner ID number for the faculty member to the Graduate Programs Office (GPO) (i.e., staff personnel within Price College designated to assist with graduate programs). The GPO will work with the appointing Division to determine the appropriate level of appointment and will prepare an appointment form (through current Graduate College processes and procedures) for the faculty member.

Once an appointment form is prepared, the Graduate Faculty Status Review Committee will review the appointment and seek any additional information from the GPO as necessary. All Division Directors, who are also members of the Graduate Faculty, will serve as ex officio members of the Graduate Faculty Status Review Committee. If all committee members approve of the appointment, it will be forwarded to the Associate Dean who oversees Graduate Programs (hereafter Associate Dean) for final approval. Only appointments that have been approved by all members of the Graduate Faculty Status Review Committee and the Associate Dean will be forwarded to the Graduate College.

Criteria: The following criteria for each level of Graduate Faculty Status were developed by the Graduate Faculty Status Review Committee and adopted by the Executive Committee of the Michael F. Price College of Business adopted on August 22, 2022:

A. Regular Membership (RM0, RM1, RM2)

All faculty members eligible for RM0, RM1, or RM2 appointments may teach graduate-level classes in their discipline, but they may not chair master's thesis committees, serve on doctoral committees, or serve as the "Graduate College Representative" for doctoral committees. Faculty members with RM1 appointments may serve on master's degree committees, and faculty members with RM2 appointments may chair non-thesis master's committees.

Recommendations for eligibility to RM0, RM1, and RM2 appointments will include full-time faculty members who are Ranked Renewable Term, Tenured, or Tenure-Track, and who have demonstrated competence as evidenced by at least two of the following:

- a. Formal education: A doctoral or other terminal degree related to the field of teaching as generally prescribed by the Association to Advance Collegiate Schools of Business (AACSB), including a PhD or DBA (or equivalent) in business or a closely-related business discipline, master's degree in taxation (MST) for those teaching taxation, and a law degree (LLM or JD) for those teaching courses related to law or aspects related to the legal environment of business.
- b. Tested experience: [1] five years of senior-level professional experience related to the course(s) being taught or [2] master's degree in the field of teaching and three years of professional experience related to the course(s) being taught.
- c. Scholarly achievement in the discipline such as publications, reviewerships, academic presentations, or receipt of research grants.

#### B. Regular Membership (RM3, RM4)

Ranked Renewable Term, Tenured, and Tenure-Track faculty members are eligible for RM3 appointments and may chair master's thesis committees and serve on doctoral committees. Only tenured faculty members are eligible for RM4 appointments, may chair doctoral committees, and may serve as Graduate College Representative. Evidence for RM3 and RM4 appointments includes:

- a. Formal education: A doctoral or other terminal degree related to the field of teaching as generally prescribed by the Association to Advance Collegiate Schools of Business (AACSB), including a PhD or DBA (or equivalent) in business or a closely-related business discipline, master's degree in taxation (MST) for those teaching taxation, and a law degree (LLM or JD) for those teaching courses related to law or aspects related to the legal environment of business.

and scholarly achievement in at least one of the following categories within the review cycle (i.e., normally seven years):

- b. Active publishing as evidenced by at least two articles in refereed journals in the relevant field.
- c. Publication of at least one scholarly book, at least two book chapters, or three non-refereed review articles in the relevant field.

- d. Receipt of competitively selected grants or contracts to support research in the faculty member's specialty or service as a reviewer for grant proposals for government agencies or other sponsoring institutions.
- e. Service as a reviewer of manuscripts for scholarly journals in the relevant field.
- f. At least two scholarly presentations at relevant national or regional professional meetings or publications in conference proceedings.
- g. Participation as an instructor in national doctoral student consortia.

### C. Special Membership (SM)

Special membership to the Graduate Faculty may be granted to the following individuals:

1. Lecturer, Instructor, or Adjunct ranked faculty members and Price College Doctoral students may be appointed as special members with eligibility to teach graduate-level classes (and Lecturers may also serve on master's committees) provided they meet at least one of the following criteria:
  - a. Formal education: A doctoral or other terminal degree related to the field of teaching as generally prescribed by the Association to Advance Collegiate Schools of Business (AACSB), including a PhD or DBA (or equivalent) in business or a closely-related business discipline, master's degree in taxation (MST) for those teaching taxation, and a law degree (LLM or JD) for those teaching courses related to law or aspects related to the legal environment of business.
  - b. Tested experience: [1] five years of senior-level professional experience related to the course(s) being taught, [2] master's degree in the field of teaching and three years of professional experience related to the course(s) being taught, or [3] certification related to course(s) leading to that specific credential (such as CPA, CFE, CFA, Lean Six Sigma certification, etc.).
2. Emeritus Professors may be appointed as special members with eligibility to teach graduate coursework and serve on master's or doctoral committees provided they meet at least one of the following criteria:
  - a. The faculty member has been serving on the student's graduate committee for a minimum of one year prior to retirement.
  - b. The faculty member continues to engage in professional or academic activities related to the courses they are assigned to teach or committee to be served upon.

Consideration may be given to Emeritus Faculty to chair doctoral committees if the faculty member was classified as RM4 and was designated as the doctoral committee chair at the time of retirement. The faculty member should have some evidence of ongoing scholarly activity, such as recent publications, working papers, conference presentations or published books.

3. Faculty members from other universities may be appointed as special members with eligibility to serve on doctoral committees provided they meet all of the following criteria:
  - a. Formal education: A doctoral or other terminal degree related to the field of teaching as generally prescribed by the Association to Advance Collegiate Schools of Business (AACSB), including a PhD or DBA (or equivalent) in business or a closely-related business discipline, master's degree in taxation (MST) for those teaching taxation, and a law degree (LLM or JD) for those teaching courses related to law or aspects related to the legal environment of business.
  - b. The faculty member is engaged in ongoing collaborative research with the students for whose committees they will serve or the faculty member has expertise in the students' area of research interest.
  - c. The faculty member holds a similar privilege at their home university.

Revocation/Reduction of Status: Revocation or reduction of status may be proposed due to the faculty member's failure to meet appropriate standards of graduate teaching and mentorship (up to and including activities that exploit, harass, or discriminate against students) or unsatisfactory performance in teaching and service (and research where applicable). Should a division wish to revoke or reduce the status of a faculty member previously appointed, the Division Director should provide a written rationale for the request to the Graduate Faculty Status Review Committee, who may vote to either recommend revocation/reduction to the Dean of the Graduate College or rule that the current appointment can stand through its initial expiration date. Determination of a faculty member's failure to meet appropriate standards of graduate teaching and mentorship will be based on annual performance evaluations and in consultation among Division Committee A, the Division Director, and the Associate Dean.

Approved by graduate dean - February 3, 2022