



G. Graduate Faculty Membership

G.0 Revision History: Most recent policy on file with the Graduate College was dated December 1, 1993. This section represents a major revision of that policy; approval dates for each subsection are noted in the revision history contained therein. This policy was updated to be consistent with faculty privileges noted in the Graduate College’s policy document approved by the Graduate Council in May of 2019.

G.1 This section describes criteria for appointment to, and retention of, Graduate Faculty Membership for Tenured and Tenure-Track Faculty in CEES. Later sections also describe Rank-Renewable Term Faculty and Special Members.

G.2 Academic Background

G.2.0 Revision History: Adopted from 1993 procedures. Approved April 08 2022.

G.2.1 To be considered for appointment to the CEES Graduate Faculty, the individual must have earned a Doctoral degree in Civil Engineering, Environmental Engineering, Environmental Science or closely related field that supports the educational and research mission of CEES or have an appropriate degree with highly meritorious research accomplishments, recognized nationally or internationally, and have a full-time tenured or tenure-track appointment in CEES. Exceptions to this rule are listed in Section G.6 of this document.

G.3 Definitions

G.3.0 Revision History: “M” status definitions pulled from graduate college web site in August, 2016. Updated by adding “RM” status definitions on April 08 2022.

G.3.1 The Graduate College at OU defines Graduate Faculty privileges with a two- or three-character code, as shown in the tables below. These codes will be used to define privileges of CEES Graduate Faculty.

Prior to 2020, the Graduate College used the “M” status designations shown in the first table below; faculty appointed to the Graduate College prior to 2020 will retain these designations until reappointment. In May 2019, the Graduate Council voted unanimously to implement new status definitions, referred to herein as “RM” designations: RM0, RM1, RM2, RM3, RM4, and SM. Graduate faculty appointments requested after April 2020 will use these new “RM” status definitions, and the previous “M” ones will gradually be phased out.

<i>Status Definitions for Appointments Made Before April 2020</i>	
<i>Appointment</i>	<i>Privileges</i>
M0	May teach graduate-level classes
M1	All the privileges of M0 and may serve on and/or chair master's degree committees
M2	All the privileges of M1 and may serve on doctoral committees
M3	All the privileges of M2 and may chair doctoral committees
SM	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. Additional information regarding SM appointments may be found (here) on the graduate college's website.
<i>Status Definitions for Appointments Made After April 2020</i>	
<i>Appointment</i>	<i>Privileges</i>
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	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. Additional information regarding SM appointments may be found (here) on the graduate college's website.

G.4 Qualifications and Responsibilities

G.4.0 Revision History: Updates to 1993 policy - changes include granting immediate M3 status to new tenure-track Assistant Professors, criteria to maintain M3 status, and privileges of Special Members. Approved May 11, 2017. Update to “RM” designators to convey faculty privileges consistent with the table in Section G.3.1. Approved April 08 2022.

G.4.1 The default status for any member of the CEES Graduate Faculty who is classified as a “regular” faculty member is RM4; exceptions to this and the status of Special Members are described below.

G.4.2. In order to be eligible for, or retain, RM4 status, a member of the CEES Graduate Faculty have a terminal degree in Civil Engineering, Environmental Engineering, Environmental Science or closely related field and present evidence of continuing scholarly achievement. At a minimum, over the previous five years, the faculty member must meet two of the following four benchmarks:

- i. Three total publications from the following: refereed journals, refereed conference proceedings, or chapters in edited books;
- ii. One scholarly book or scholarly textbook;
- iii. Three oral presentations or posters at regional, national, or international technical or educational research conferences or other invited scholarly presentations at national venues;
- iv. Secure one external grant or contract to support research activities.

In addition, the Graduate Faculty member must have served on at least one Doctoral dissertation committee during the past five years.

G.4.3 “Published” will be taken to mean that the individual played an active role in developing and finalizing the publications; hence the individual should be listed as sole author, lead author, co-author, corresponding author, or editor for the publication.

G.4.4 In instances where a faculty member’s research accomplishments are considered clearly exceptional by a vote of a majority of Graduate Faculty members who have RM4 status in CEES, the requirements of Section G.4.2 may be waived.

G.4.5 New tenure-track Assistant Professors in CEES are expected to meet the conditions set forth in Section G.4.2, but they will be given RM4 status even if they do not meet all of the conditions. However, CEES expects that new faculty consult with their colleagues on strategies for recruiting, screening, accepting, and supervising graduate students, including both M.S. and Ph.D. students. They should also seek out mentoring opportunities, such as serving as a member or co-chair of a Ph.D. committee.

G.5 Appointment and Retention

G.5.0 Revision History: Updates to 1993 policy and procedures based on past precedent. Approved May 11, 2017. Update to “RM” designators used to convey faculty privileges consistent with the table in Section G.3.1 and to provide additional language regarding process. Approved April 08 2022.

G.5.1 Metrics listed in Section G.4.2 are collected annually as part of the annual evaluation process. Committee A will provide this data to the Graduate Studies Committee (GSC), who will monitor the annual scholarship record and five-year averages and keep track of the terms for reappointment to the Graduate Faculty.

G.5.2 After tenure, formal renewal appointments to the Graduate Faculty will be considered every fifth year by Committee A, as mandated by the Graduate College; if possible, the monitoring cycle will coincide with the five-year post-tenure review cycle. Renewal appointments will be initiated by the Graduate Liaison in CEES. Recommendations for renewal will be developed by the Graduate Studies Committee in CEES and forwarded to Committee A for consideration.

G.5.3 In order to retain RM4 privileges, the CEES faculty member must meet the conditions set forth in Section G.4.2 above. If conditions are met, then the renewal of RM4 privileges will be automatic. If a faculty member does not meet the conditions of Section G.4.2, then Committee A will vote whether or not to reduce their status to RM3. Committee A will consider the recommendations of the Graduate Studies Committee and may consider extenuating circumstances in deciding the disposition of the Graduate College privileges. The faculty member may appeal the decision of Committee A to the full CEES Graduate Faculty and to the Graduate College.

G.5.4 Should a faculty member lose their RM4 privileges, then Committee A, after consultation with the faculty member, will determine the disposition of that faculty member's current doctoral students. The faculty member may appeal the decision of Committee A to the full CEES Graduate Faculty and to the Graduate College.

G.5.5 A faculty member that loses RM4 privileges by failing to meet the conditions set forth in Section G.4.2 can regain those privileges through scholarly activities that are making progress over a two-year period toward meeting the benchmarks given therein and petitioning Committee A, which will consider the evidence and vote. The faculty member may appeal the decision of Committee A to the full CEES Graduate Faculty.

G.5.6 If during the course of annual monitoring, the GSC or Committee A notice any patterns that suggest abrogation of duty by a CEES Graduate Faculty member as a graduate student mentor (e.g., does not meet regularly with the student to provide advice, makes changes to financial commitments without cause, places unrealistic expectations on the student, has a history of students not making satisfactory progress toward their degree), then the GSC and Committee A will together investigate the situation. Depending on circumstances, Committee A, in consultation with the Dean of the Graduate College, may suggest administrative interventions to the Graduate Faculty member, such as co-advising or completing a mentoring program (e.g., regular meetings with the chair of the GSC or with a senior faculty member) to address the problem. If the problem persists, then Committee A may recommend that additional conditions or sanctions be placed on that person's Graduate Faculty membership, including recommending that a faculty member lose their Graduate Faculty membership or impose a change in their RM status. Any change in membership or status will be made in consultation with the Dean of the Graduate College and Dean in GCoE. Any students under the supervision of the CEES Graduate Faculty member under review will be allowed to provide their input during the investigation process and any recommendations made by the GSC or Committee A will be developed considering what is the best outcome for the affected student(s).

G.5.7 If a Graduate Faculty member's privilege is revoked, or if any sanctions are to be placed on a faculty member, then Committee A, in consultation with the Dean of the Graduate College and the Dean

of GCoE, will prepare a MOU that clearly outlines the conditions that must be met in order to regain full status. The MOU will also address the disposition of any affected students.

G.5.8 According to Section 3.5.2 of the Faculty Handbook, Rank Renewable Term (RRT) faculty are considered regular faculty. As such, they will be considered full members of the CEES Graduate Faculty (not Special Members) with RM privileges determined by the conditions of their letter of appointment provided by the Provost's Office. They will count toward the CEES majority of any graduate committees on which they sit.

G.6 Special Member (SM) Status

G.6.0 Revision History: Updated 1993 policy to clearly specify the possible M status for each type of Special Member; added M status for graduate students teaching graduate courses. Approved May 11, 2017. Update to RM designators used to convey faculty privileges consistent with the table in Section G.3.1 and to provide additional language regarding process. Changes made with regard to SM participation as one of CEES majority on a dissertation committee consistent with Graduate College policy. Approved April 08 2022.

G.6.1 All requests for Special Member status on the CEES Graduate Faculty will be initiated by a CEES faculty member by making a request to the GSC; the request should stipulate the desired privilege(s), e.g., RM2 status, and include a CV of the prospective Special Member. The faculty member making the request should refer to the "CEES Guidelines for MS/PhD Committee 'Special' Member Approval to the Graduate Faculty". This request will be reviewed by the GSC, who will provide a recommendation to the CEES Graduate Faculty. A majority of the CEES Graduate Faculty must approve the recommendation, including the specified period of time. The recommendation must also be approved by the Dean of the Graduate College.

G.6.2 When determining RM status for Special Members, the CEES Graduate Faculty must examine the level of professional experience and scholarship of the candidate. If RM4 status is sought for a SM, then the level of scholarship must be examined relative to the qualifications outlined in Section G.4.2. Also, due consideration must be given to the time commitment for each type of privilege vis-à-vis the nature of the appointment. For example, if a person is requesting RM2 status in order to co-chair a M.S. committee, then that person should have a term of appointment that would last at least two years.

G.6.3 Additional requirements regarding Graduate College privileges are defined below for particular categories.

- I. Graduate students who teach graduate courses in CEES (i.e., 4000G or above) may be appointed as a SM with RM0 status. Such students may only teach classes that match their level of experience based on their degree. For example, a M.S. student who has completed a B.S. may serve as primary instructor for a 4000G class, but not a 5000 or 6000-level class. Similarly, a Ph.D. student who has completed a M.S. may serve as primary instructor for a 4000G or 5000-level class, but not a 6000-level class.
- II. Visiting faculty with a Ph.D. and a full-time appointment may be appointed as a SM with RM0 – RM2 privileges.
- III. Adjunct faculty members with a Ph.D. may be appointed as a SM with RM0 - RM2 privileges.

- IV. Affiliated faculty members with a Ph.D. may be appointed as a SM with RM0 – RM2 privileges, with the exception of chairing a M.S. committee.
- V. Visiting, Adjunct, or Affiliated faculty members who do not have a Ph.D. may be appointed as a SM with RM0 or RM1 status to help meet the needs of CEES for mentoring and teaching. In lieu of a terminal degree, such faculty may be deemed qualified for the requested status through tested experience. Herein, tested experience will be determined by considering such things as highest degree attained, type and length of professional work experience, professional credentials, such as an active Professional Engineering license, continuing education history or other certifications, higher-education teaching experience, and extent of research or creative activity.
- VI. Research faculty members may be appointed as a SM with RM0 – RM4 privileges, with the exception that they may co-chair M.S. (if at least RM1) and Ph.D. committees (if RM4), but not serve as sole chair.

G.6.4 Special Members of the CEES Graduate Faculty described in Section G.6.3 II – VI may serve on a CEES Ph.D. committee. In some cases, special members of the graduate faculty may be granted the privilege of counting toward the CEES majority of members, but only one may be counted toward the CEES majority. To be approved as one of the CEES majority on a doctoral committee, the special member must meet the [Graduate College requirements](#). However, when they serve on a CEES M.S. committee, they will be considered neutral. Note: Graduate College requires that the majority of a committee be from the degree-granting department.

G.6.5 No Special Member of the CEES Graduate Faculty may serve as the outside member on any CEES graduate student's committee.

G.6.6 No non-CEES Special Member may serve as the outside member of a graduate student's committee.

G.6.7 The GSC shall review the status of all Special Members of the CEES Graduate Faculty annually.

G.7 Other Considerations

G.7.0 Revision History: Adopted from 1993 policy. No vote needed.

G.7.1 If the Graduate Faculty member has directed a Doctoral dissertation to completion, then he/she should encourage the Doctoral recipient to be the lead author of articles extracted from the Doctoral research and submitted for publication in major archival publications.

Approved by the graduate dean - May 2022.