

Graduate Faculty Membership Criteria Department of Chemistry and Biochemistry

G.1. Graduate Faculty Membership

Any academic unit offering courses or coursework in any College awarding an undergraduate degree on the Norman campus may appoint members of the Graduate Faculty. To make such an appointment, the academic unit must elect a Graduate Faculty Committee made up of members of the Graduate Faculty. (Graduate Faculty Charter, IV.1.a)

The Graduate Faculty Committee for the **Department of Chemistry and Biochemistry** shall consist of the members of Committee A.

G.2. Academic Background

Terminal degree(s):

To be granted Membership on the Graduate Faculty, the faculty member must have an appropriate educational background in chemistry or biochemistry, ordinarily consisting of a Ph.D., or its equivalent, in chemistry/biochemistry or in a related natural science.

Tested experience criteria:

Not applicable.

G.3. Appointment process

Regular graduate faculty appointments in the department of Chemistry and Biochemistry will be made at the appropriate level for departmental roles (RM3 – RM4) following the criteria listed below.

Special Member appointments will typically follow the “Affiliate Faculty” guidelines outlined in the departmental Faculty Personnel Policy. This reads:

“Eligibility for an Affiliate appointment in the Department of Chemistry and Biochemistry is based on demonstrating the benefits of such an affiliation to the department. Nominations for affiliate status may originate from Committee A or from individual faculty members on behalf of a collaborator. The nomination must include a statement of benefit to the department and supporting documentation including a full CV from the candidate for affiliation. The scope of privileges and the term of affiliation must be included in the nomination materials. The candidate must give or have presented within the twelve months prior to the nomination a research seminar to the department. After discussion at a regular faculty meeting, a majority of faculty must approve the appointment. Approval by Committee A and the Chair are then required to complete the departmental process.”

Appointments of SM faculty to chair committees require review by the Graduate Council Graduate Faculty Membership Subcommittee and approval of the Graduate Dean based on three criteria: close association with the unit hosting the graduate program, permanence, and

credentials comparable to regular Graduate Faculty members with the same graduate privileges.

Should Special Member (SM) appointments be needed without an Affiliate Faculty designation, as typically would be required to serve as a member (but not chair) of a thesis or doctoral committee, requests can be initiated by the student's advisory committee chair in writing to Committee A. Review of the Special Member's CV and documentation justifying the granting of Special Member appointment will be reviewed and can be approved by Committee A and the Chair, or if deemed necessary by Committee A, to the full faculty for further discussion. This appointment will apply only for the stated purpose and will remain in place for two years, with the renewal of the Special Member status following the same procedures.

G.3.1. Term: The typical term for regular members of the Graduate Faculty is five years.

G.3.2. Appointment criteria¹⁻³

Level	RM Responsibility
RM0	May teach graduate-level classes
RM1	All the privileges of RM0 and may serve on thesis and non-thesis master's degree committees
RM2	All privileges of RM1 and may chair non-thesis master's committees
RM3	All privileges of RM2 and may chair master's thesis committees and serve on doctoral committees
RM4	All privileges of RM3 and may chair doctoral committees

¹ The listed appointment levels are based on OU Graduate College description (<https://www.ou.edu/gradcollege/faculty-and-staff/graduate-faculty-appointments>). The Department of Chemistry and Biochemistry faculty are regularly appointed to RM3 or RM4 status.

²Tenure-track faculty while in the probationary period (i.e., pre-tenure) may be assigned the RM3-4 status as they establish their research and creative activity programs; these will be re-evaluated after the probationary period. Faculty returning to full-time duty in the department after a multi-year hiatus (e.g., after serving as a full-time OU administrator for several years) may also be assigned the RM3-4 status that will be reevaluated at their next post-tenure review.

³See next section (G.3.3) for details on eligibility requirements

G.3.3. Demonstrated active involvement in research, scholarly, or creative activity:

RM3:

Chemistry/Biochemistry faculty granted RM3 Membership on the Graduate Faculty will be eligible to direct Master's Theses and serve on Ph.D. Dissertation committees. They must show evidence of scholarly achievement in at least two of the following categories over the preceding five years.

- a) a combination of chemistry/biochemistry manuscript publications in peer-reviewed journals for a total of two or more; these may include but not consist solely of patents
- b) at least one peer-reviewed scholarly book or book chapter in chemistry/biochemistry
- c) at least one substantial development and/or modernization of an undergraduate teaching laboratory manual in chemistry/biochemistry
- d) at least two oral or poster presentations in chemistry/biochemistry at state, regional, national, or international research and/or educational conferences in the area of study
- e) served as a reviewer for at least one proposal for an external granting agency or at least three manuscripts for peer-reviewed journals
- f) secured at least one external grant (as a PI or a co-PI) or contract from state, regional or national funding agencies to adequately support research and/or creative activities

RM4:

Chemistry/Biochemistry faculty who have been granted RM4 Membership on the Graduate Faculty will be eligible to direct and chair Master's Theses and Ph.D. Dissertations. They must show evidence of scholarly achievement in at least three of the following categories over the preceding five years.

- a) a combination of chemistry/biochemistry manuscript publications, as corresponding or co-corresponding author, in peer-reviewed journals for a total of three or more; these may include but not consist solely of patents
- b) at least one peer-reviewed scholarly book or book chapter as corresponding or co-corresponding author in chemistry/biochemistry
- c) at least three oral or poster presentations as lead author in chemistry/biochemistry at regional, national, or international research and/or educational conferences in the area of study
- d) served as a reviewer for at least two proposals for major external granting agencies (e.g., NSF, NIH, DOE, DOD) or at least three manuscripts for peer-reviewed journals
- e) significant external funding (as PI) to support research activities, with funding originating from major funding agencies (e.g., NSF, NIH, DOE, DOD), or from industrial or private Foundation sources as long as student publication needs (e.g., intellectual property rights) are addressed appropriately

G.3.4. Teaching and mentorship expectations:

Minimum acceptable standards for graduate-level teaching:

Must have a PhD in the field of instruction or a closely related field.

Minimum acceptable standards for graduate student mentorship (as formal committee chair):

RM4: Must have a PhD in the field of instruction or closely related field and evidence of research, scholarship, or creative activities (Section G.3.3.) in the last five years.

G.4. Graduate Student Mentorship:

Mentorship involves a mentor-mentee relationship in which the mentor, who serves as a trusted guide, works closely with the mentee to guide, support, and facilitate professional growth and development. The mentor guides their mentee to set goals and standards and to assist the student in developing the skills necessary to succeed. This is a process of forming and maintaining a mutually beneficial relationship that evolves and requires active participation by both parties.

G.4.1. Standards and process for rescission of graduate faculty appointments or selected

privileges: All faculty members receive departmental annual performance evaluations using the criteria prescribed in the unit's Faculty Personnel Policy. Graduate students similarly receive annual performance evaluations coordinated by their respective Advisory Committees.

Effective student mentorship is key to a student's success in the graduate program and will be continually monitored during these annual performance evaluations. The disposition on the efficacy of student mentorship assessed in annual reviews will be incorporated into the regular performance review of RM status. In situations where faculty do not meet the criteria for the RM status assigned to them, the department will follow the procedures approved by the OU Norman-campus Graduate Council regarding the rescission of graduate RM status ([Graduate Faculty Appointment](#)).

Adopted by the graduate faculty membership committee and the department faculty, Dec 6, 2022

Approved by the graduate dean, February 2, 2023