



DODGE FAMILY COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF HISTORY
The UNIVERSITY of OKLAHOMA

Graduate Faculty Membership Criteria

This document revises and supersedes the Department's previous guidelines approved in 1993. Approved by Department of History regular faculty on November 17, 2023. Approved by the graduate dean on March 29, 2024.

Graduate faculty members are responsible for mentoring graduate students at the master's and doctoral levels in the Department of History. Graduate faculty members have an academic responsibility to remain current in their discipline. When supervising original work by graduate students, Graduate Faculty must also be active in scholarship or creative activity appropriate to the discipline of History.

Graduate Faculty Committee

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 select a Graduate Faculty Committee made up of members of the Graduate Faculty. (Graduate Faculty Charter, IV.1.a) In the Department of History, the two elected members of Committee A, the department chair, and the Director of Graduate Studies shall constitute the Graduate Faculty Committee. The Graduate Faculty Committee shall review the qualifications of faculty for membership on the Graduate Faculty in accordance with the rules and criteria set out in the Graduate Faculty Charter and make recommendations for appointment to the Dean of the Graduate College and to the Dean of the College of Arts and Sciences.

Qualifications of Members of the Graduate Faculty

Appointment as a member of the Graduate Faculty extends over seven years. That status shall be reviewed by the Graduate Faculty Committee for renewal or change of status toward the close of the seven-year period, or sooner if the faculty member requests or if the Graduate Faculty Committee deems such a review warranted. Members of the Graduate Faculty appointed within the Department of History must hold a PhD or equivalent.

Criteria for RM2 status (may teach graduate-level classes, serve on master's degree committees, and chair a non-thesis master's committee): The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of History.

Criteria for RM3 status (RM2 privileges and may chair a master's thesis committee and may serve on doctoral committees): The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) faculty member with an instructional appointment in the Department of History. The member must also have won a postdoctoral fellowship or award, or have had an article or book chapter or a scholarly book manuscript accepted for publication.

Criteria for RM4 status (RM3 privileges and may chair doctoral committees): The criteria for untenured faculty will be different from those for tenured faculty

Untenured Faculty: The faculty member must be a regular (tenure-track or ranked renewable term) faculty member with an instructional appointment in the Department of History. Assistant professors of history appointed at the entry level with recently completed doctorates shall be considered by the Graduate Faculty Committee for eligibility to chair doctoral committees at the end of two years as a member of the Department. The Committee shall recommend such assistant professors for eligibility to direct dissertations if their performance by that time demonstrates significant scholarly activity including at least one refereed scholarly article, book chapter, or book accepted for publication, or conferral of a postdoctoral fellowship, or significant progress on a public history or digital history project as attested to by a sponsoring agent or an expert in the field. Faculty hired as advanced assistant professors (those hired on a shortened probationary period or those with at least two years' experience in a similar position at another institution) may be considered by the Graduate Faculty Committee for RM4 status at the time of employment provided they have demonstrated significant scholarly activity within the past five years including at least one refereed scholarly article, book chapter, or book accepted for publication, or conferral of a postdoctoral fellowship.

Tenured Faculty: The faculty member must be a tenured faculty member with an instructional appointment in the Department of History. The faculty member must also have published or had accepted for publication a peer-reviewed monograph within ten years; or have completed a significant project of public history or digital history within ten years; or published or had accepted for publication an edited volume or a peer-reviewed article or book chapter within five years; have received a national-level research grant or fellowship within five years; or have received a significant internal OU grant or fellowship within three years.

Special Member status: Members of the faculty of the Department of History who are not members of the Graduate Faculty as well as faculty from other institutions may be accorded the status of Special Member of the Graduate Faculty for a period of up to two years when special need arises to offer a particular graduate course or to serve on a master's or doctoral committee. Such special members should hold a PhD in History or a related discipline. Special members who serve on master's or doctoral committees for the Department of History should have a record of scholarly achievement evidenced by some combination of journal articles, book chapters, and scholarly monographs published or accepted for publication within the previous ten years, or significant public history or digital history projects completed within a similar timeframe.

Appointments of Special Member faculty to chair committees and/or count toward the departmental majority 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.

The Department of History affirms that consistently meeting the obligation to supervise, assess, and advance the work of graduate students is central to the work of members of the graduate faculty. Graduate faculty should also be engaged in continuing research and scholarly activity. Meeting these obligations will be measured according to the following criteria:

- Being available to students on whose committees one serves (including being present for oral exams and defenses; making time for regular meetings with mentees and an annual meeting to review student progress)
- Attending and participating in graduate student committee meetings for students on whose committee one serves
- Providing substantive and timely feedback on student work, including theses and dissertations
- Providing appropriate information to the Graduate Studies Committee regarding graduate student assessment when required
- Providing feedback to the Graduate Studies Committee on graduate program admissions decisions when required
- Treating graduate students with respect

When a faculty member with graduate faculty status consistently fails to meet some or all of these obligations, graduate faculty status may be recommended for reduction or suspension by a vote of the Graduate Faculty Committee. The Graduate Faculty Committee may vote to suspend graduate faculty status in cases where a graduate faculty member is found to have engaged in professional misconduct, or the exploitation, harassment, or discriminatory treatment of students (see Faculty Handbook, 3.2.2 Academic Responsibility). The recommendation of the Graduate Faculty Committee will be forwarded to the dean of the Graduate College.