

Graduate Faculty Membership Criteria Department of Human Relations

As per Article IV of the Charter of The Graduate Faculty of the University of Oklahoma-Norman Campus, every unit should “elect a Graduate Faculty Committee made up of members of the Graduate Faculty.” The responsibilities of the Graduate Faculty Committee include “providing the Graduate Dean with a list of members of the Graduate Faculty in accordance with Section 2.a.4.

The Graduate Faculty Committee. The Graduate Faculty Committee for Human Relations shall consist of a Graduate Faculty Committee chairperson appointed by the Human Relations Department Chair and Committee A. The Graduate Faculty Committee shall review the qualifications of faculty for membership on the Graduate Faculty and make recommendations for appointment to the Dean of the Graduate College. The Graduate Faculty Committee shall have the following responsibilities:

- Developing and publishing the criteria for regular membership and special membership appointments on the Graduate Faculty, as appropriate for the Human Relations 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
- Reviewing and assigning the appropriate designation to new faculty hired to teach at the Graduate level in the academic unit and forwarding recommendations to the Graduate Dean

Terminal degree(s): The Masters degree is the terminal Human Relations academic graduate degree (thesis, non-thesis, or capstone options). The Department of Human Relations has five academic graduate programs: Masters of Human Relations; Masters of Human Resource Studies; Masters of Inclusive Leadership (online); Masters of Diversity, Equity, and Strategic Impact (online); and Masters of Clinical Mental Health Counseling.

The terminal Human Relations academic graduate degree in addition to relevant professional designation, certification, or licensure is sufficient for graduate instruction. Graduate faculty teaching in Human Relations often possess an earned terminal, research-based doctorate degree in a variety of related behavioral or social science disciplines, or a terminal degree in a professional field of practice.

Regarding the Masters of Clinical Mental Health Counseling degree, CACREP accredited counseling programs follow standards which ensure that counseling students are taught primarily by core counseling faculty members. Core faculty members teach full time in the CMHC program. Core faculty members have a doctoral degree from a CACREP accredited counseling program or have taught full time in a counseling program prior to 2013.

Tested Experience. This membership criteria follows the tested experience policy as mandated by the 2019 OU Graduate Council. The Department of Human Relations defines tested experience as professional practice, professional designation, certification, or licensure earned to teach courses in the Department of Human Relation.

Credentials: To be granted graduate member status, a faculty member must have the appropriate educational background and be engaged in scholarly research/creative activities of sufficient quality to merit professional recognition. This determination will be made by the Human Relations Graduate Faculty Committee who will periodically, and as needed, review the credentials of new faculty being onboarded or faculty hired to teach graduate classes in Human Relations. This appointment will be a coordinated process between the Graduate Faculty Committee and appropriate Human Relations staff.

Qualified faculty members are identified primarily by educational credentials, but other specialized credentials may be considered in determining whether an individual is qualified for Graduate Faculty membership. For example:

- The Juris Doctorate (JD)
- Senior Professional in Human Resources (SPHR) designated by the professional certification administered by the Human Resources Certification Institute.
- Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) professional certification administered by the Society of Human Resource Management (SHRM)
- NCC National Certified Counselor administered through the National Board for Certified Counselor (NBCC)
- NCMHC National Clinical Mental Health Counselor
- Licensed Professional Counselor (LPC), State Licensing Board
- Licensed Marriage and Family Therapist (LMFT), State Licensing Board
- Licensed Alcohol and Drug Counselor (LADC), State Licensing Board
- Licensed Clinical Social Worker (LCSW), State Licensing Board

The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for defining a minimum threshold of experience for Graduate Faculty appointments. Appointments of Graduate Faculty that rely wholly or in part on tested experience must be approved by the Graduate Dean.

Appointment process: The Graduate Faculty Committee will review and determine the appropriate RM category and will coordinate with the designated Human Relations staff member to submit the results to the Graduate Dean. The appointment process will also apply to Special Member appointments.

Term: The normal term for regular members of the Graduate Faculty is 7 years. The term for SM is 2 years. Members will be automatically reviewed for renewal as outlined under the section: retention/renewal criteria and process

Appointment criteria: Graduate Faculty membership is the terminal Master's degree in Human Relations with a professional certification, designation, or licensure in the subject matter taught (e.g. SHRM-CP; SHRM-SCP, SPHR;LPC, LMFT, LADC, LCSW); a doctorate in a field related to Human Relations (e. g. Business, Communication, Counseling, Education, Human Resources, Psychology, Public Administration, Sociology, Social Work, etc.) or a professional designation

degree in a field of practice regarded as a terminal degree (e. g. Juris Doctorate (JD) and that is relevant to the subject matter taught.

Graduate Faculty will have a record of research, scholarship, or achievement appropriate for the graduate program. When the terminal degree is in a field other than that in which the individual is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Criteria for RM0 status: The faculty with an instructional appointment in Human Relations will hold the terminal Master's degree in Human Relations with a professional certification, designation, or licensure as previously described under terminal degree; a doctorate in a field related to Human Relations; a professional designation degree in a field of practice regarded as a terminal degree; or meets the criteria for tested experience or special professional designation, certification, licensure. Must have at least 1 year of teaching and/or job experience in a field or industry relevant to Human Relations or Clinical Mental Health Counseling.

Criteria for RM1 status: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) appointment and will hold the terminal Master's degree in Human Relations with a professional certification, designation, or licensure as previously described under terminal degree; a doctorate in a field related to Human Relations; a professional designation degree in a field of practice regarded as a terminal degree; or meets the criteria for tested experience or special professional designation, certification, licensure. Must have at least 2 years of teaching and/or job experience in a field or industry relevant to Human Relations or Clinical Mental Health Counseling.

Criteria for RM2 status: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) appointment and will hold the terminal Master's degree in Human Relations with a professional certification, designation, or licensure as previously described under terminal degree; a doctorate in a field related to Human Relations; a professional designation degree in a field of practice regarded as a terminal degree; or meets the criteria for tested experience or special professional designation, certification, licensure. Must have at least 3 years of teaching and/or job experience in a field or industry relevant to Human Relations or Clinical Mental Health Counseling. Must have submitted an article, book chapter, or a scholarly book manuscript for publication within the last 7 years.

Criteria for RM3 status: The faculty member must be a regular (tenured, tenure-track, or ranked renewable term) appointment and will hold the terminal Master's degree in Human Relations with a professional certification, designation, or licensure as previously described under terminal degree; a doctorate in a field related to Human Relations; a professional designation degree in a field of practice regarded as a terminal degree; or meets the criteria for tested experience or special professional designation, certification, licensure. Must have at least 4 years of teaching and/or job experience in a field or industry relevant to Human Relations or Clinical Mental Health Counseling. Must have submitted a peer-reviewed article, peer-reviewed book chapter, or a peer-reviewed book manuscript accepted for publication within the last 7 years.

Criteria for SM: Instructional faculty in Human Relations (includes adjuncts) who hold the terminal Master's degree in Human Relations with an industry designation related to courses taught (e. g. professional degree) or a doctorate in a discipline related to Human Relations.

Graduate Faculty Appointment	Research, Scholarship or Creative activity Required	Other Criteria
RM0: May teach graduate level classes SM authority to teach classes		Must have at least 1 year of teaching and/or job experience in a field or industry relevant to Human Relations.
RM1: All the privileges of RM0 and may serve on master's degree committees SM authority to serve on master's committees		Must have at least 2 years of teaching and/or job experience in a field or industry relevant to Human Relations.
RM2: All the privileges of RM1 and may chair non-thesis master's committees SM authority to chair non-thesis master's committees	Must have submitted an article, book chapter, or a scholarly book manuscript for publication within the last 7 years.	Must have at least 3 years of teaching and/or job experience in a field or industry relevant to Human Relations.
RM3: All the privileges of RM2 and may chair master's thesis committees and serve on doctoral committees SM authority to serve on /or chair master's thesis committees	Must have a peer-reviewed article, peer-reviewed book chapter, or a peer-reviewed book manuscript accepted for publication within the last 7 years	Must have at least 4 years of teaching and/or job experience in a field or industry relevant to Human Relations.
RM4 All the privileges of RM3 and may chair doctoral committees. SM authority to chair doctoral committees*	This category will not apply to this academic unit.	

Continuing research, scholarly, or creative activity: Graduate Faculty are expected to maintain a level of scholarly activity as determined by their expected ratio of teaching/research/service and to remain current in the industry and in the area of teaching. Staying current in the field is also valuable in mentoring and leading student committees and projects.

Teaching and mentorship expectations: The Human Relations 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. Meeting that obligation will be measured in the following manner. The teaching expectations are the following:

- staying current in research used in course content
- modifying course content as needed
- developing syllabi
- attend workshops, seminars, conferences, professional development opportunities offered by the university and other academic settings,

The mentoring expectations are the following:

- working one-on-one with students
- regular meetings and interaction with students when serving as chair
- providing feedback to students within appropriate time frames
- participating in scheduled faculty discussions about the graduate program
- staying active in research and publications
- providing opportunities for research assistant or teaching assistant positions, and/or providing opportunities to guest lecture in class
- encouraging publishing in academic journals
- co-authoring with students on publications

The faculty member must have strong research records to provide students with the best possible mentorship and in networking with others in the research community. When a faculty member with graduate status consistently fails to meet these specific obligations, his or her graduate faculty status may be lessened or suspended by a vote of the Human Relations faculty as a whole.

Regular performance review: The faculty member's annual review will include a statement regarding how well membership requirements are being met.

Retention/renewal criteria and process: Based on successful teaching and mentorship, high student evaluation scores and positive annual performance reviews, the faculty member will be recommended for retention and renewal for another term.

Standards and process for rescission of graduate faculty appointments or selected privileges:

Should problems arise or appear to be developing in role, the faculty member will meet with the Human Relations Graduate Faculty Committee and/or Chair for potential resolution. These problems may include, but are not limited to: quality of teaching and substandard performance on thesis or doctoral committees. At that time, the Graduate Faculty Committee and/or Chair will make suggestions for improvement. The academic unit reserves the right to terminate appointments any time.

As outlined in the Graduate Faculty Charter (Article IV, 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.”

Possible grounds for rescission of a Graduate Faculty appointment include, but are not limited to, the following:

- (1) scholarly misconduct, as defined in the Faculty Handbook (section 3.26.1);
- (2) failure to fulfill a Graduate Faculty member’s academic and/or graduate mentoring responsibilities (academic responsibility is defined in Faculty Handbook section 3.2.2 and in the introductory section of this policy document);
- (3) failure to adhere to Graduate College policies or University policies relating to graduate education.

Adopted by:

Marilyn Y. Byrd, PhD., Human Relations Graduate Faculty Committee Chairperson

Wesley Long, PhD., Department Chair, Human Relations, Committee A

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Approved by graduate dean - November 2022.