

**Graduate Faculty Membership Criteria**  
 Department of International and Area Studies  
 MA in International Studies (MAIS)  
 BA/MA in International Studies (BAMA)  
 MA in Global Affairs (GAMA)  
 MA in International Relations (MAIR)

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 IAS Department shall consist of 3 individuals, who shall include the IAS Department Chair, the Graduate Liaison, and one member of Committee A (besides the Chair).

Terminal degree(s): Terminal degree shall normally mean a Ph.D. in a Social Science or Humanities discipline but may include a J.D. for the field of Law and an Ed.D. for the field of Education.

Tested experience criteria: Those without a terminal degree may be appointed as Graduate Faculty if they have earned a Master’s degree and have at least 5 years of career experience as a practitioner in a field relevant to the subject matter of the course (e.g. government, military, non-profit, international institution, etc.).

Appointment process: Graduate Faculty shall be approved by a majority vote of the Graduate Faculty Committee. Approval for SM status shall also be approved by a majority vote of the Graduate Faculty Committee, upon nomination by the IAS Department Chair, Graduate Liaison, or CIS Associate Dean for Academic Affairs.

Term: The normal term for regular members of the Graduate Faculty is 7 years

Appointment criteria:

<b>Graduate Faculty Appointment</b>	<b>Research, Scholarship or Creative activity Required</b>	<b>Other Criteria</b>
RM0  SM authority to teach classes	Faculty must have current knowledge of the major trends in research in their field, as evidenced by tested experience.	Tested experience
RM1	N/A	N/A

SM authority to serve on master's committees		
RM2 SM authority to chair non-thesis master's committees*	Faculty must have current knowledge of the major trends in research in their field, as evidenced by a terminal degree in their field.	Terminal degree
RM3 SM authority to serve on doctoral committees and/or chair master's thesis committees*	Faculty must have a current and ongoing scholarly research agenda.	Terminal degree
RM4 SM authority to chair doctoral committees*	N/A	N/A

\*Appointments of SM 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.

Continuing research, scholarly, or creative activity: For purposes above, a "current and ongoing scholarly research agenda" shall mean that the faculty member actively publishes peer-reviewed research in their area of expertise and has accumulated a record of scholarly publications in the form of peer-reviewed scholarly articles, books, book chapters, or other research monographs having been published within the previous 5 years.

Teaching and mentorship expectations:

Faculty teaching graduate courses are, *at minimum*, expected to:

- Design and draft a syllabus to be made available to the students on the first day of class
- Select a rigorous and diverse set of readings and material that provide the students with familiarity of the most important debates and topics in the subject of the course
- Assign a rigorous set of writing assignments and/or oral presentations that assess the students' ability to apply the material of the course, critical thinking skills, analytical abilities, and writing skills
- Afford students the opportunity to freely and openly debate, discuss and critique the material of the course

Faculty mentoring students by serving on or chairing an MA thesis or non-thesis committee are, *at minimum*, expected to:

- Communicate with the student early on their expectations for successful completion of the thesis or non-thesis exam/project
- Be available to the student to provide guidance on their project, which may take the form of regular in-person or remote meetings and/or feedback on written work (oral or written)
- Provide said feedback and guidance in a timely manner to facilitate on-time completion of the degree

Regular performance review: All IAS faculty, including those appointed with Graduate Faculty status, undergo an annual faculty evaluation across the categories of research, teaching, and service. For purposes of teaching and mentorship and maintaining Graduate Faculty status, this includes Committee A reviewing the following materials for each faculty member from their previous year of teaching/mentorship:

- Course syllabi
- Reflective statement on teaching and mentorship
- Results from the Student Experience Surveys for each course
- Peer teaching evaluations (for tenure-track faculty)
- Scholarly publications (for those with RM3 status)
- Annual Mini Vita
- Full Curriculum Vitae

Retention/renewal criteria and process: The Graduate Faculty Committee shall meet (in-person or remotely) to consider renewals of Graduate Faculty status for faculty whose term is about to expire and who shall be reappointed by a majority vote of the Graduate Faculty Committee. Criteria for renewal include meeting the teaching and mentorship expectations described above, satisfactory annual performance review in the area of graduate teaching and mentorship, and maintaining a “current and ongoing scholarly research agenda,” as defined above, for those with RM3 status or higher.

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

Faculty may have their Graduate Faculty status rescinded or reduced before their term is up under any of the following conditions:

- Repeated failure to meet the graduate teaching and mentorship expectations outlined above
- An unsatisfactory annual faculty evaluation in the area of teaching and mentorship
- For those with RM3 status or higher, failure to publish peer reviewed scholarship for a period of 5 years.

Early termination of Graduate Faculty status may be considered by the Graduate Faculty Committee on their own accord, or at the recommendation of Committee A or the IAS Department Chair. The process for early termination shall entail a meeting (in person or remote) of the Graduate Faculty Committee, which must agree unanimously to terminate or

reduce the faculty member's graduate status. The recommendation will then be forwarded to the Graduate College for review.

Adopted by IAS Graduate Faculty: 5/31/2023

**Eric A. Heinze**, IAS Department Chair

**Rebecca Cruise**, Graduate Liaison

**Afshin Marashi**, Committee A Representative

Approved by graduate dean, June 27, 2023