



Graduate Faculty Membership Criteria

06.07.2023

The following criteria are to be used to determine the eligibility of graduate faculty members to teach graduate courses and to direct and serve as committee members for MS theses and PhD dissertations. The Graduate Faculty Committee is identical to the ISE Graduate Committee, which consists of a committee of invited faculty within the School of Industrial and Systems Engineering (ISE) and led by the Graduate Liaison.

A. Academic Background and Type of Appointment

To be appointed as a member of the ISE graduate faculty, the faculty member in most cases must have earned a doctoral degree or equivalent in a field appropriate to the education and research mission of the School of Industrial and Systems Engineering. ISE faculty members with tenured, tenure track, and ranked renewable term appointments are normally recommended for graduate faculty membership on this basis. Faculty with a full-time tenured or tenure track appointment in another unit at the Norman and Health Science Center campuses can request a courtesy appointment as ISE graduate faculty. Granting of courtesy status to members of other units will be determined by vote of the ISE Graduate Committee.

B. Qualifications for Specific Duties and Responsibilities

1. Any regular member of the unit faculty can have the privileges associated with RM3 status: to teach graduate courses, serve on master's committees, chair master's non-thesis degree committees, chair master's thesis committees, and serve on doctoral committees.
2. To direct a doctoral dissertation (RM4 status), the member must also have two refereed publications accepted for publication in last five years (no substitutions are allowed), subject to the approval of the ISE Graduate Committee. In addition, it is strongly suggested that the first doctoral dissertation directed is co-chaired with an ISE graduate faculty member already qualified to direct dissertations.

C. Retention and Appointment

To retain the privilege to direct doctoral dissertations, the member must have demonstrated over the preceding five years:

1. Published two articles in refereed journals (no substitutions are allowed), and
2. Performed scholarly achievement in at least two of the following five categories:
 - a. At least two papers presented or accepted for presentation at national and international conferences.
 - b. At least one scholarly book or monograph.
 - c. At least one funded external grant or contract to support research activities.
 - d. At least one patent issued.
 - e. Publication of (or acceptance of) a third refereed journal paper.

If a member's privilege is revoked for failure to meet the above criteria, the faculty member must complete one MS thesis as chair and have two refereed publications within two years to be reinstated to direct dissertations. Exceptions to these requirements for retention and reappointment can be made at the discretion of the ISE Graduate Committee.

For those from units other than ISE, the member must have demonstrated over the preceding five years:

1. Performed duties corresponding to the appointed member status, which are not available in immediate lowered status, at least once (e.g., RM4 in directing doctoral dissertation, RM3 in serving on doctoral committee).
2. For RM4 status, no significant problem in adhering to Graduate College policies or University policies relating to graduate education had been reported or documented in following the ISE Graduate Program Guide and the Graduate College Bulletin. Other issues could include scholarly misconduct, as defined in the Faculty Handbook (section 3.26.1) or failure to fulfill a Graduate Faculty member's academic and/or graduate mentoring responsibilities, as defined in the Faculty Handbook (section 3.2.2).

If either of the above occur, the ISE Graduate Committee can vote to recommend that the Graduate College rescind or reduce the ISE graduate faculty status of the external graduate faculty member.

D. Special Membership Appointments

All requests for special membership on the ISE graduate faculty will be recommended by the ISE Graduate Committee in consultation with the Director of ISE. Special membership appointments will extend for a specific period of time not to exceed two years. The following exceptions to the usual requirement stipulated in Section A may be made for good cause:

1. ISE faculty members with unranked renewable terms.
2. ISE faculty members who retire or resign may be recommended for special membership to continue to serve as the sole chair of existing master's and doctoral committees for one year. They may be recommended to teach graduate courses or serve as a member of master's and doctoral committees.
3. Part time instructors with an MS degree may be asked to teach MS-level (i.e., 5000-level) graduate courses. Such an individual should have demonstrated tested experience for professional activity in the discipline, which could have been earned in academia, industry, or business. Tested experience could include: experience of research in the field of industrial and systems engineering with an appropriate track-record of publication and supervision of students; experience in the practice of industrial and systems engineering with an appropriate track-record of advancement in industry; or experience in business and entrepreneurship with appropriate track-record of creating business and commercializing products in the industrial and systems engineering field.
4. Faculty members with a full-time appointment at a different home institution may be granted the privilege to teach graduate courses and serve on master's thesis and doctoral dissertation committees. They must have been awarded a doctorate degree and meet the criteria for Retention and Appointment defined in Section C.

E. Duration of Appointments

All regular RM1 through RM4 appointments shall be for a maximum of seven years. Appointments for durations shorter than a seven-year term may be recommended by the ISE Graduate Committee. Special member appointments shall be for a maximum of two years.

F. Performance Expectations and Review

The performance of members of the graduate faculty is monitored by the ISE Graduate Committee, including the Graduate Liaison and the Student Services Assistant, with input from other faculty serving on master's and doctoral committees. Should problems arise or appear to be developing in their mentoring or teaching role, graduate faculty members will be notified by the Director on the Committee's behalf after consultation. These problems may include, but are not limited to: consistently poor teaching evaluations in graduate courses, problems with quality of the mentoring, insufficient knowledge of policies, slow progress of students, consistent lack of students publishing in refereed journals, and marginal quality of the theses or dissertations. The School of ISE will work with and offer advice to graduate faculty to improve performance, but note that the School of ISE has the right to recommend termination of appointments or reduction in graduate faculty status at any time should problems persist or significant problems arise.

G. Important Graduate Council Policies

1. An upgrade in status (e.g., from RM3 to RM4) can be recommended at any time. For example, a new faculty member may be upgraded from RM3 to RM4 as soon as the RM4 criteria are met.
2. If a member is to be lowered in status (e.g., from RM4 to RM3), that member should be given a one-year probationary extension in their current status, and that member should be advised in writing of the activities required for removal of the probationary status. A member may waive the probationary extension if they so desire.

Approved by graduate dean, June 27, 2023