

Graduate Faculty Membership Criteria

University of Oklahoma School of Music

Updated April 2023

This document shall serve as the School of Music's policy for determining eligibility, responsibilities, retention, reappointment, and rescission of Graduate Faculty membership within the Graduate College. The School of Music offers a wide range of Graduate Degrees in music. These degrees are offered in the School of Music and awarded by the Graduate College of the University of Oklahoma.

For the School of Music to administer these various graduate degrees, its faculty members are recommended for appointment to the Graduate Faculty of the University. The Dean of the Graduate College has the final authority in appointing faculty members to serve on the Graduate Faculty. The appointment and renewal of Graduate Faculty is regulated by School of Music policy, which must meet the minimum requirements of the Graduate College.

APPOINTMENT PROCESS

The School of Music's Committee A (consisting of the Director plus two elected, tenured professors) shall serve as the Graduate Faculty Committee. In consultation with Committee A, the Graduate Music Office will initiate Graduate Faculty appointments for new tenure-track and tenured faculty. Any faculty member may self-nominate for appointment or change of appointment type. Committee A will convene and approve the application for recommendation to the Graduate College if deemed appropriate. If the appointment is not approved, Committee A will provide specific feedback to the faculty member.

TYPES OF APPOINTMENT AND TERM LENGTH

Regular Member (RM3-RM4):

- Regular Members are typically appointed for 7 years
- Regular Member appointments will be renewed assuming the faculty member continues to meet the renewal and retention standards outlined in this document.
- Renewals can be processed before the 7-year limit expires if a change of appointment type is needed.
- Committee A may recommend a term that is shorter than the maximum 7-year term.

Special Member (SM): Special Membership may be granted to non-regular faculty (such as instructor, lecturer, adjunct, interim, and unranked renewable appointments) who are employed by the School of Music. Special Membership also may be granted to individuals at other academic or non-academic institutions on a case-by-case basis, when determined to be appropriate and beneficial to a student's specific research initiative.

- Special Members are appointed for up to two years.
- Special Members typically do not chair committees or count toward the departmental majority.
- Faculty emeriti who plan to remain actively engaged with student research may be appointed as Special Members. The SM appointment must be made *before* the faculty member's employment with the university is terminated.

Special Member (SM) with privileges: If the privilege to serve as committee chair is necessary, the SM appointment will require additional 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 within the unit/University
- credentials comparable to regular Graduate Faculty members with the same privileges

REGULAR MEMBER APPOINTMENT CRITERIA

Graduate Faculty Appointment	Privileges	Credentials
RM3	<ul style="list-style-type: none"> • May teach graduate courses • May serve on master's committees • May chair non-thesis master's committees • May chair/direct master's thesis committees and direct master's theses • May serve on doctoral committees 	<ul style="list-style-type: none"> • Terminal Degree or Tested Experience • Must be a member of the Regular Faculty of the School of Music
RM4	<ul style="list-style-type: none"> • All RM3 privileges • May chair doctoral committees and direct doctoral documents 	<ul style="list-style-type: none"> • Terminal degree or Tested Experience • Must be a member of the Regular Faculty of the School of Music • Must have served as co-chair for at least one doctoral student, including the general exam, document proposal, and document submission.

NOTE: Students are only admitted to School of Music doctoral degree programs where there is a faculty member within the respective academic or applied area who holds an RM4 Graduate Faculty appointment or the potential for imminent RM4 appointment.

REGULAR AND NON-REGULAR FACULTY

As defined in the University's Faculty Handbook section 3.1.1: The Regular Faculty of the University is composed of all faculty members with regular appointments including tenure-track, tenured, and renewable term appointments at the ranks of assistant professor, associate professor, and professor.

TERMINAL DEGREE

The School of Music's accrediting organization, the National Association of Schools of Music (NASM), designates the **Master of Fine Arts (MFA)**, **Doctor of Musical Arts (DMA)**, and **Doctor of Philosophy (PhD)** as the terminal degrees in the discipline.

TESTED EXPERIENCE

For the purpose of Graduate Faculty ranking, "tested experience" for School of Music faculty will be based on evidence of ongoing, meritorious research and creative activity appropriate to the education and research/creative activity mission of the School of Music. This evidence may include, but is not limited to, the following categories of activities, endeavors, products, and recognitions:

- Publication of peer-reviewed scholarly monographs or books, journal articles, book chapters, textbooks, music compositions, professional recordings, or documentaries
- Production of peer-reviewed music compositions that are disseminated via a peer-reviewed performance, commercially produced CDs, or by means of other electronic platforms
- Editing and publication of collections of essays

- Participation in professional conferences as a composer, conductor, speaker, presenter, clinician, performer, or panelist
- Presentation of invited lectures, presentations, clinics, master classes, residencies, or solo and chamber music performances
- External and internal awards
- Funded grants, fellowships, and research awards
- Significant research-related service such as membership on editorial boards, manuscript review for journals and presses, adjudicating papers or music submissions for conferences, reviewing grant applications, serving on national or international organizational committees, and serving on national and regional accreditation teams.

STANDARDS AND PROCESS FOR RETENTION AND RENEWAL

Graduate faculty are responsible for supervising original work by graduate students, and therefore have an academic responsibility to remain current in their discipline. Graduate Faculty must be active in scholarship and/or creative activity that is appropriate for the discipline and show evidence of continuing activity. Graduate Faculty in the School of Music are expected to participate fully in mentorship and contribute in positive ways to our graduate students' experience and path to success.

Renewal and retention of Regular Members of the Graduate Faculty will be based on:

- annual faculty evaluations (minimum score of 3.00 in each category in relation to the School of Music Criteria for Annual Evaluation and Faculty Evaluation Rubric, both updated in 2019)
- feedback from the Graduate Liaison, Committee A, and the Graduate College
- a track record of effective graduate student mentorship, as demonstrated by:
 - adhering to Graduate College and School of Music policies
 - demonstrated commitment to mentorship, student experience, and student success
 - frequent and consistent contact with advisees with clear communication of expectations and timely and constructive feedback
 - mentoring students to completion within a reasonable timeframe
 - fostering a learning/working environment that is productive, professional, and respectful
 - maintaining high standards in the quality of graduate students' research products (e.g. performances, workshops, theses, dissertations, and doctoral documents)
 - effective and appropriate management of graduate research assistants and graduate teaching assistants

Process of evaluation:

- Graduate Faculty will be evaluated by Committee A as part of the annual faculty evaluation.
- Areas for improvement and recommended steps will be listed under category of Teaching on the evaluation.

PROCEDURE FOR RESCISSION OF GRADUATE FACULTY STATUS OR REDUCTION OF PRIVILEGES

The Graduate Liaison and Committee A will work with faculty whose graduate student mentorship needs improvement. The School of Music may recommend termination of graduate faculty appointments or reduction of privileges at any time if warranted.

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

(3) failure to adhere to School of Music, Graduate College or University policies relating to graduate education

(4) failure to address and remedy deficiencies in graduate mentoring as expressed by Committee A, the Graduate Liaison, and/or Graduate College deans

Please consult the Graduate College website for the most current policy regarding Graduate Faculty Status recission.

Adopted by School of Music Committee A, April 25, 2023

Approved by graduate dean, May 12, 2023