

### **Summary and Cover Letter to New Policy for Organizational and Community Leadership**

This policy statement defines the role, structure, function, and governance of the OCL Graduate Faculty Committee. This document also reflects the criteria for graduate faculty membership and member-at-large faculty status for the Organizational and Community Leadership (OCL) doctoral program.

1. By request of the graduate Dean, this policy statement includes guidelines on the criteria the OCL program uses to grant graduate faculty membership and Member at Large status with authority to serve on graduate committees and chair doctoral dissertations.
2. This policy statement also includes guidelines on the criteria the OCL program uses to grant Special Member status with authority to serve on graduate committees and chair doctoral dissertations.

## **Graduate Faculty Committee for Organizational and Community Leadership (OCL)**

### **Membership**

- The Graduate Faculty Committee for the OCL doctoral program shall consist of two elected faculty members from Norman-based programs and the OCL Program Coordinator.
- The OCL Program Coordinator will be a 4-year term with other members of the Graduate Faculty Committee serving 2-year terms. All positions will be filled by participating faculty members in the OCL program (OCL Participating Faculty). Eligibility for OCL Participating Faculty is outlined below.
- Membership on the Graduate Faculty Committee will be established through nominations and then votes by the OCL Participating Faculty.
- Membership on the committee will be staggered such that only one committee membership position will be vacated and filled by a new member.
- Regular elections will be held in August of any year when a committee member's term expires.
- Special elections will be held as needed in the instance that a committee member must be replaced out of the normal two-year cycle (e.g., retirement, separation from the university). Special elections may be to fill the remainder of a committee member's term or for part of that term in the case of a temporary absence (e.g., sabbatical, medical leave).
- A Graduate Faculty Committee member, including those who serve as a result of a special election, may be nominated/re-elected for a two-year term upon completion of the term for which they were elected.

The Graduate Faculty Committee will consist of OCL Participating Faculty members with a continuing active record of scholarship that meet criteria for RM3 status or RM4 status as described below in the Graduate Faculty Membership Criteria. Evidence of active scholarship might include, but is not limited to conference presentations, invitational or juried exhibitions, publications, grants and contracts, or applications of scholarship that results in documented change (e.g., collaboration with organizations or agencies in problem solving, new professional certifications, design of assessment systems/reports that require synthesis of expertise and exploration of data).

Membership on the Graduate Faculty Committee may be terminated if a committee member no longer meets the eligibility requirements as a regular OCL Participating Faculty member, or if they:

- a.) are no longer an active scholar and thus are unable to maintain appropriate graduate status,
- b.) do not engage with the program for a period of more than one semester, including the Graduate Faculty Committee and any OCL students whom they are supervising as Chair or as a member, OR
- c.) have violated acceptable standards of conduct including but not limited to engaging in sexual harassment, committing academic misconduct, having unmanageable conflicts of interest, or other egregious behavior.

The process for removal from the OCL Graduate Faculty Committee follows the Graduate College [\*Procedure for Rescission of Graduate Faculty Status\*](#) (as approved by the Graduate Council of The University of Oklahoma – Norman Campus) for instances where faculty members may be in violation of the terms of Graduate Faculty status.

### **Graduate Faculty Committee Chair**

- The two elected committee members may decide, amongst themselves, who will chair the Graduate Faculty Committee. Otherwise, the longest serving elected committee member will serve as the Graduate Faculty Committee Chair for one year. This will generally be the second and final year of the committee member's current term.
- If the chair position is vacated, the other elected committee member will assume that role for a period of one year and a special election will be held to fill the other position on the committee.
- The Graduate Faculty Committee Chair has the responsibility of coordinating committee meetings and communicating with the OCL Program Coordinator on decisions made by the committee.

### **Graduate Faculty Committee Role and Responsibilities**

The Graduate Faculty Committee shall have the following responsibilities:

1. Review and update criteria for OCL Participating Faculty membership and membership status.
2. Evaluate OCL Participating Faculty eligibility for membership status and associated privileges.
3. Provide the Graduate Dean with the OCL-specific criteria for faculty membership.
4. Provide the Graduate Dean with a list of the members of the OCL Participating Faculty.
5. Review admissions applications and work with the OCL Program Coordinator and OCL Participating Faculty to assign advisors for incoming students.
6. Review and recommend updates for protocols used for annual student evaluations and reviews of student progress in meeting degree requirements.
7. Review student learning objectives and program assessment outcomes in collaboration with the OCL Program Coordinator and OCL Participating Faculty and offer recommendations for program modifications based on program assessment outcomes.

## Graduate Faculty Membership Criteria

The Organizational and Community Leadership (OCL) program has responsibilities to designate graduate faculty status in the program. The OCL Program Coordinator and Graduate Faculty Committee will use these guidelines to provide the graduate dean with a list of members of the graduate faculty and to assign or revoke faculty membership status in the program.

What follows are brief descriptions of graduate faculty statuses covered in the document:

**Member at Large faculty status** – used to recognize full-time OU Norman faculty who have the authority to serve on graduate committees, serve as Graduate College Representative on graduate committees, and chair doctoral dissertations for the doctoral program in OCL. The faculty member must have a graduate faculty appointment in an OU-Norman based program. Therefore, **OCL Participating Faculty Membership** in the OCL program refers to members of faculty at OU who are appointed as members at-large in the OCL program to serve as committee members and may have authority to chair dissertations.

**Special Member (SM) faculty status** - used to recognize individuals whose budget lines are in academic units other than OU Norman programs but who have a close relationship with the Organizational and Community Leadership Program. Special Member faculty status provides rights and responsibilities to serve on graduate committees, but special members are not eligible to serve as Graduate College Representatives.

Terminal Degrees: Graduate faculty will have a doctorate degree.

Tested experience criteria: Appropriate tested experience may substitute for the terminal degree and/or for breadth and depth of experience in the discipline or subfield. Tested experience criteria may include professional credentials recognized in a field of expertise where professional certification or licensure, in combination with a terminal master's degree, are recognized qualifications for specialization in the discipline, field, or subfield. This may also include compliance with legal or governmental requirements, if applicable. Other "tested experience" credentials may include recent publications on a topic or having extensive consulting or other relevant applied experience in the field.

Appointment process: The membership of the OCL Participating Faculty will be reviewed and updated annually by the OCL Graduate Faculty Committee. The Graduate Faculty Committee will be responsible for evaluating faculty eligibility for graduate faculty membership status and associated privileges in accordance with credentials for new and current members of the OCL Participating Faculty. A list of OCL Participating Faculty members will be provided to the Dean of the Graduate College according to a schedule to be established by the Dean.

Term: OCL Participating Faculty appointments shall be no longer than five years.

Appointment criteria: Only persons holding an appointment to the Graduate Faculty under the provisions in of the [Charter of the Graduate Faculty](#) may serve on doctoral committees or chair doctoral committees in the OCL Ph.D. program.

### **Special Member (SM)**

Appointments of Special Member (SM) faculty to count toward the OCL program majority and/or chair committees require approval by the Graduate Faculty Committee before undergoing 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 OCL Participating Faculty members with the same graduate privileges.

### **OCL Participating Faculty**

- 1) *Eligibility.* Any faculty member holding a regular graduate faculty appointment, as defined in the OU Faculty Handbook, in any college awarding a graduate degree, is eligible for membership on the OCL Participating faculty.
- 2) *Privileges.* Regular Members of the OCL Participating Faculty may have some or all the following privileges:
  - a) Teaching graduate courses
  - b) Serving on doctoral committees
  - c) Chairing doctoral committees
- 3) *Credentials.* Endorsement of privilege (a) will be afforded to any faculty member holding Graduate Faculty status in one's primary academic unit. Endorsements of faculty member privileges (b) and (c) in the OCL Participating Faculty require credentials for RM3 and RM4 status that will be set by the OCL Graduate Faculty Committee.

Because the OCL program does not offer a master's degree, we do not anticipate requesting RM1 or RM2 status for members of the OCL faculty.

**RM3 status** – Faculty members who have M2 or RM3 status in their academic unit and have a record of research, scholarship, or achievement appropriate for the OCL doctoral program may serve on doctoral committees for the OCL doctoral program and may also serve on the graduate faculty committee for the OCL doctoral program.

Minimum eligibility requirements for RM3 status in the OCL program includes a continuing active record of scholarship that is relevant in organizational and/or community contexts within the past five years.

**RM4 status** – Faculty members with RM4 status have all the privileges of RM3 and may chair doctoral committees. To be eligible for RM4 status in the OCL program, one must either already have M3 or RM4 status in their academic unit, or meet one of the following criteria:

- a. published at least three peer-reviewed articles or book chapters in the last 5-years

- b. published a peer-reviewed scholarly book within eight years,  
OR
- c. published at least two peer-reviewed articles or book chapters and received external research support within five years

OR meet any of the following criteria below based on the point system where the sum total of points earned is nine within five years:

- 1 point = ad hoc reviewer for journal or conference (maximum limit 3 points)
- 1 point = Research presentation at a national or international conference (limit 3 points)
- 2 points = reviewer for grant proposals for an external agency
- 2 points = any service on an editorial board (not as editor)
- 3 points = editor of a peer-reviewed journal
- 3 points = published peer-reviewed article or book chapter
- 3 points = Notification of award for a grant or contract proposal

Continuing research, scholarly, or creative activity: Evidence of a continuing active record of scholarship will be reviewed by the Graduate Faculty Committee and OCL Program Coordinator. Evidence of active scholarship is demonstrated by meeting the criteria for RM3 status or RM4 status as described in the Graduate Faculty Membership Criteria. The criteria for acceptable evidence will be controlled by the OCL Graduate Faculty Committee.

Teaching and mentorship expectations:

In order to earn and maintain graduate faculty appointments in OCL (OCL Participating Faculty or SM), faculty members are expected to consistently advance the work of graduate students and serve on advisory committees or dissertation committees. Evidence that faculty are meeting that obligation will be measured in the following manner:

- 1) availability to students for whom one serves as a committee member. This includes being present for oral exams and defenses unless unable to do so for appropriate reasons
- 2) providing appropriate information to the program coordinator for annual student evaluations
- 3) participating in scheduled faculty discussions about the OCL program
- 4) mentoring expectations include:
  - working one-on-one with students
  - regular meetings and interaction with students when serving as chair
  - providing feedback to students within appropriate time frames
  - encouraging publishing in academic journals
  - co-authoring with students on publications

Regular performance review: Evidence of a continuing active record of scholarship that meets the criteria for graduate faculty status and the expectations for teaching and mentorship will be reviewed every five years (at the end of the faculty member's term) by the Graduate Faculty Committee and OCL Program Coordinator.

Retention/renewal criteria and process: Graduate faculty appointment status will be renewed at the end of a faculty member's term if the faculty member has met the appointment criteria to resume that status. If the faculty member does not meet the appointment criteria to resume the current status, the appointment status may be reduced or suspended.

Standards and process for rescission of graduate faculty appointments or selected privileges: When a faculty member with graduate status consistently fails to meet either the criteria for graduate faculty status or the expectations for teaching and mentorship, the graduate faculty status for that member may be reduced or suspended. The graduate faculty committee may call for a review and a decision will be made in collaboration with the program coordinator.

The OCL doctoral program follows the Graduate College [Procedure for Rescission of Graduate Faculty Status](#) (as approved by the Graduate Council of The University of Oklahoma – Norman Campus) for instances where faculty members may be in violation of the terms of Graduate Faculty status.

As defined in the Charter of the Graduate Faculty, Article 4, 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. In accordance with Article IV, Section 1.b., the Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures under which privileges may be rescinded prior to the end of the term of appointment and under which the member involved may appeal such rescission. If an appeal is filed, the member's privileges will continue until the appeal is resolved."

When reasons are brought to the attention of the OCL Program Coordinator that question an individual's Graduate Faculty status during that individual's current term, the OCL Program Coordinator will investigate the matter in a timely manner. Based on the nature of those reasons, the OCL Program Coordinator will determine whether (additional) attempts to work with the individual to correct their mentorship are warranted and can be resolved by mutual consent, or whether the conduct may warrant rescission of Graduate Faculty status. Reasons may be presented to the OCL Program Coordinator from a variety of sources including but not limited to the Graduate Faculty Committee, the Office of the Provost, the Institutional Equity Office, the Graduate College, graduate students, and/or OCL Participating Faculty members.

If the OCL Program Coordinator determines that the conduct may warrant rescission of Graduate Faculty status, the OCL Program Coordinator shall convey the matter and a

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recommendation to the Graduate Dean as required by the “(B) Initial Administrative Review” guidelines as established in the Rescission Procedure of Graduate Faculty Status Policy. The process for determining whether graduate faculty status will be rescinded, as well as the appeal process, are detailed in the Graduate College [Procedure for Rescission of Graduate Faculty Status](#).

**Graduate College Representative (GCR)**

To ensure independence of the Graduate College Representative (GCR) on doctoral committees, the OCL Ph.D. program specifies who can serve as GCR. To ensure independence, the GCR should not come from any of the academic units that are represented on a given student’s doctoral advisory committee (or dissertation committee, if different from the advisory committee) and may not be a member of the OCL Participating Faculty.

Adopted by

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Approved by graduate dean, August 28, 2023