

Oklahoma State University
Bylaws of Group II Graduate Faculty
Approved – March 15, 2015

1. OSU Graduate Faculty Bylaws and Subject Matter Groups

- 1.1. **Overview.** According to the Oklahoma State University Graduate Faculty Bylaws, “All Graduate Faculty Members and Affiliates shall hold membership in ... Subject Matter Groups according to their academic appointments or affiliation with an academic unit.”
- 1.2. **Group II. Humanities.** Group II Graduate Faculty is composed of Graduate Faculty Members and Affiliates associated with the following departments: Art, Graphic Design and Art History; English; Foreign Languages and Literatures; History; Music; Philosophy; and Theatre. Moreover, Group II will accommodate additional degree programs, or changes in department names, as determined by the Graduate Council.
- 1.3. **Duties of Group II:**
- 1.3.1. Create and approve bylaws to govern the Group that are consistent with the bylaws of the Graduate Faculty;
 - 1.3.2. Hold regular meetings of the Group, at a minimum once per semester, before the end of October in the Fall semester and March in the Spring semester;
 - 1.3.3. Recommend actions to the Graduate Council;
 - 1.3.4. Vote on nominations for membership to the Graduate Faculty and transmit the resulting recommendations to the Graduate Council;
 - 1.3.5. Vote on continuing membership when members are up for renewal and transmit the resulting recommendations to the Graduate Council;
 - 1.3.6. Provide a current list of the Group II Graduate Faculty membership to the Graduate Dean no later than June 1 each year; and
 - 1.3.7. Clearly define the academic units that comprise the Group for purposes such as determination of outside members of graduate committees and nomination procedures for members of the Graduate Faculty.

2. Criteria for Membership in Group II Graduate Faculty

- 2.1. Recommendation for membership in any category of the Graduate Faculty is subject to the approval of the appropriate institutional unit and the Graduate College. No one enrolled as a degree-seeking graduate student in a graduate program at Oklahoma State University may teach a course taken for graduate credit in their own degree program. The removal or revocation of privileges of a Full Member, Associate Member, or Emeritus Member shall be in accordance with the general Graduate Faculty Bylaws, Section 2.9.
- 2.2. Exceptions to the criteria for membership may be granted by petition, with appropriate and sufficient justification, to the Dean of the Graduate College. Temporary appointments and exceptions may be granted by the Dean of the Graduate College, in compliance with the general Graduate Faculty Bylaws.
- 2.3. Graduate Faculty status at Oklahoma State University includes three membership categories: Full Member, Associate Member, and Emeritus Member.

2.4. Full Member

2.4.1. Requirements for Eligibility

- 2.4.1.1. Earned doctoral degree (or highest degree considered in the discipline or sub-discipline as a terminal degree) from an appropriately accredited institution;
- 2.4.1.2. Record of ongoing scholarship as appropriate to the individual's discipline.
- 2.4.1.3. As a part of appointment to a tenure-track or tenured faculty position at Oklahoma State University, the appointment includes Full Membership in the Graduate Faculty.
- 2.4.1.4. Clinical, research, and adjunct faculty members who are affiliated with Oklahoma State University as professional persons (e.g., leader and/or assistant leader of Cooperative Wildlife Research Unit) as defined in the Oklahoma State University Faculty Handbook and who have appropriate credentials may request status as Full Members of the Graduate Faculty through their respective Subject Matter Group.

2.4.2. General Privileges and Limitations

Full Members are eligible to be a member of master's and doctoral advisory committees and to teach courses for graduate credit.

2.4.3. Advising Theses/Dissertations and Chairing Graduate Advisory Committees

Chairs of graduate advisory committees must be Full Members of the Graduate Faculty. The following are the minimum requirements to be accorded these specific privileges:

- 2.4.3.1. To serve as a thesis/dissertation advisor, an individual must have documented mentoring activity and research accomplishments;
- 2.4.3.2. To serve as Chair of a master's advisory committee, an individual must either hold an OSU academic appointment equal to or higher than assistant professor, assistant research professor, or assistant clinical professor in an OSU academic unit;
- 2.4.3.3. To serve as Chair of a specialist or doctoral advisory committee, an individual must hold an OSU tenure-track appointment at the level of assistant professor or higher and have documented mentoring activity and research accomplishments.

2.4.4. Voting Privileges

Full Members with an OSU academic appointment equal to or higher than assistant professor, assistant research professor, assistant clinical professor, or adjunct assistant professor are eligible to vote at Subject Matter Group meetings and on matters referred to in these bylaws.

2.4.5. Officers

Officers of Group II must be voting Full Members with at least three academic years of full-time employment at Oklahoma State University.

2.5. Associate Member

2.5.1. Requirements for eligibility:

- 2.5.1.1. Associate Members are (1) non-OSU faculty members or (2) individuals at Oklahoma State University who hold the following non-tenure track appointments: adjunct, clinical, research and temporary appointments such as visiting assistant/associate/professor, scholar, artist, or other titles as outlined in the Oklahoma State University Faculty Handbook.

2.5.2. Privileges and Limitations:

An Associate Member may teach courses for graduate credit and may serve on master's and doctoral committees. Requested privileges must be specifically indicated on the Associate Member application form submitted by the sponsoring department. Associate Members are not eligible to vote on matters presented to Group II and to the Graduate Faculty as a whole, may not chair student committees, and may not serve as the Outside Committee Member.

2.6. Emeriti Members

2.6.1. Requirements for eligibility:

2.6.1.1. Eligibility: Oklahoma State University faculty members who have retired and been appointed as Emerita/us Faculty and who held graduate faculty status before retirement may be appointed as Emeriti Members.

2.6.2. Privileges and limitations: Emeriti Members possess all the privileges of Members of the Graduate Faculty, with the exception of (1) chairing student committees; (2) serving as the Outside Committee Member; and (3) voting on matters presented to the Group II and to the Graduate Faculty as a whole. They may serve on committees and may serve as research advisor for students. Emeriti Members who were chairing graduate committees at the time of retirement should assist the Graduate Coordinator, other members of the student's advisory committee, and the student in selecting an appropriate chair from the Members of the Graduate Faculty.

3. 2.7. Membership

4. 2.7.1. Duration

5. 2.7.1.1. All appointments to the Graduate Faculty are for terms not to exceed five years and are subject to ongoing, periodic review based on performance and record of scholarship. Renewal must occur by the end of the fall semester in the years shown: Art (2014, 2019, etc.), English (2017, 2022, etc.), Foreign Languages (2014, 2019, etc.), History (2018, 2023, etc.), Music (2015, 2020, etc.), Philosophy (2016, 2021, etc.), Theatre (2016, 2021, etc.). The first regular Member appointment by the Graduate Council shall be for the period of time between the first regular Member appointment year and the membership retention year of the Member's department. The length of the first regular Member appointment period will be taken into consideration at the Member's first retention review. By the end of September in a department's renewal review year, the Graduate College gives the nomination (GF-1) forms of those Members and Affiliates wishing renewal to the Group II Chair. The Group II Membership Committee will evaluate the forms and make recommendations for renewal or non-renewal at the fall Group II meeting. The Group II Members present at the fall meeting (excluding the Chair or acting Chair) will vote on the recommendations. A simple majority will prevail. In the case of a tie, the Chair or acting Chair shall cast the deciding vote. Following the meeting, the Group II Chair will transmit the resulting recommendation to the Graduate Council.

6. 2.7.1.2. The criteria to be used in such ongoing review shall be set and implemented by Group II, although those criteria must be compatible with Graduate Faculty Bylaws and the process must follow that specified in paragraph 2.7.2.1. To renew membership, Group II Members must have two or more publications within the past five years. "Publication" shall include original research published, or accepted for publication, in a reputable journal with a peer or editorial review by national or international scholars appointed by the journal. The journal must have national circulation. One book shall fulfill the publication requirement when a peer review is obtained by the publisher. Unpublished presentations made before scholarly societies shall be considered as the equivalent of half a publication, and only when the presentation is described in the call for papers as subject to peer review and selection. For creative artists or performers, care will be exercised to establish equivalencies between "publications" and the creative achievements of the applicant.

7. 2.7.1.3. All appointments are valid through the end of the term (fall, spring, or summer) and year designated in appointment communication from the Chair and the Vice-Chair of the Graduate Council.

8. 2.7.2. Process

9. The following procedures are utilized for all appointments and reappointments to the Graduate Faculty.

10. 2.7.2.1. Full Member. New tenure-track Oklahoma State University faculty members shall be granted an initial appointment as a Full Member of the Graduate Faculty at the time of employment. Clinical, research and adjunct faculty can also request Full Member status through their academic unit. Initial appointment shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College. Oklahoma State University

faculty who are reappointed, promoted and/or granted tenure shall be immediately eligible for renewed membership. Members must be evaluated once every five years by a committee of other Members in their unit to determine if they meet the Group II requirements for renewed membership. Candidates may appeal a Graduate Faculty evaluation to the Officers of Group II through the standard Subject Matter Group review process. If that appeal is rejected, the candidate may appeal to the membership committee of the Graduate Council.

11. 2.7.2.2. Newly-appointed OSU Faculty. Faculty appointed to a tenure-track position within an OSU unit shall be appointed as Full Members of the Graduate Faculty, effective the semester of initial academic appointment. Initial appointment shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College.
12. 2.7.2.3. Associate Member. Appointment and reappointment as Associate Member of the Graduate Faculty is contingent upon meeting the appointment criteria of Group II. The normal term of membership for Associate Member shall be for no more than five years and shall be renewable. Appointment and reappointment as an Associate Member shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College. The Unit Head must select one of the categories listed on the form (teaching only; teaching plus service on M.A. committees; teaching plus service on M.A. and Ph.D. committees). The Dean will then forward this form to Group II for review.
13. 2.7.2.4. Emeritus Member. Emeriti faculty members may request membership through their respective Unit Head. This action must be initiated by the respective Unit Head to the Dean of the Graduate College and be in compliance with OTRS regulations regarding restrictions for newly retired faculty. Appointment shall be for no more than five years and shall be renewable. The Dean of the Graduate College shall inform the Graduate Council of all membership actions described in 2.7.2.2 and 2.7.2.3, and shall be responsive to Graduate Council input on such matters.
14. 2.8. Removal or Revocation of Privileges
15. 2.8.1. Status as a Full Member, an Associate Member, or an Emeritus Member of the graduate faculty, with the additional rights and privileges of that status, is the responsibility of the members of the OSU Graduate Faculty, as exercised through the Graduate Council.
16. 2.8.2. Removal of Graduate Faculty status for all membership categories is automatic upon separation from the University unless an exception is requested (e.g., to complete service on a committee) and such exceptions will only be for a specific purpose/term, not to exceed five years. The Unit head will submit the "Removal from the Graduate Faculty" form to the Dean of the Graduate College for removal of membership.
17. 2.8.3. Graduate faculty status may be revoked by action resulting from a complaint originated by a member of the faculty, staff, or student body at OSU. Such complaints must include appropriate documentation as evidence of cause for removal of Graduate Faculty privileges and will be evaluated by the Chair and Vice-Chair of the Graduate Council. (If a conflict of interest exists, the complaint will be evaluated by the Provost's Office.) If further action on the complaint is deemed appropriate, the existence (but not the nature) of the complaint will be brought to the attention of the Graduate Council by the Dean of the Graduate College.
18. 2.8.4. Upon notification of such a complaint, the Graduate Council shall form an ad-hoc Membership Review Board, composed of one officer from each group, and appointed by the Vice Chair (or, if a conflict of interest exists, by the Chair). The Membership Review Board shall be appointed with the intent of avoiding conflict of interest for the members and the other involved parties. The Membership Review Board shall hear the charges and evidence presented by both the complainant and the individual charged. The Board shall have the authority to (1) continue the status of the faculty member charged in the complaint or (2) revoke or change the Graduate Faculty status of the faculty member charged in the complaint.
19. 2.8.5. The decision of the Membership Review Board is final and not subject to appeal. All

decisions resulting from such hearings shall be communicated in writing to the parties involved.

20. 2.8.6. Notwithstanding the above, termination from OSU for cause, as specified in the OSU Faculty Handbook, shall result in immediate and concurrent revocation of Graduate Faculty status.

21. 2.8.7. Group II membership is subject to non-renewal for failure to meet the eligibility criteria identified above.

22. Procedures for Appointment to the Graduate Faculty

22.1. **Nominations or changes in Membership status** may be considered by Group II at any scheduled group meeting.

23.1. Procedure:

23.1.1. The Group II Chair appoints the Group II Membership Committee (see section 4.3).

23.1.2. The Chair collates the membership nominations received from the Graduate College and reviews them with the Membership Committee.

23.1.3. At the October (fall semester) or the March (spring semester) Group II meeting, the Chair presents the nominations for a vote at the fall meeting (the Chair or acting Chair shall not vote). A simple majority of the Group II Members present will prevail. In the case of a tie, the Chair or acting Chair shall cast the deciding vote.

23.1.4. After the vote, the Chair forwards the applications of persons recommended by Group II to the Graduate Council along with the results of the vote.

24. 4.4.5 In case of a negative recommendation by Group II, the candidate may add a rebuttal to the documents submitted to the Graduate Council.

25. Officers of Group II Graduate Faculty

26. Group II Graduate Faculty Officers must be voting Members with at least three academic years of full-time employment at Oklahoma State University.

26.1. **Group II Graduate Faculty Officers** are elected at the spring semester Group II meeting in even-numbered years and serve for two-year terms. The new officers take office on June 1 after each election. Elections are by secret ballot of all voting Members of Group II present at the meeting. The person receiving the most votes is elected.

26.2. Duties of the Group II Officers:

26.2.1. Chair

26.2.1.1. Calls and chairs Group II meetings; 4.2.1.2 Sets Group II meeting agendas;

26.2.1.2. Appoints the Group II Membership Committee (usually the Group II officers);

26.2.1.3. Forwards the applications of persons recommended by Group II to the Graduate Faculty Council and Graduate Dean, along with the results of the vote;

26.2.1.4. Notifies the Graduate College of those persons whose membership privileges have been recommended for renewal and of those persons whose membership privileges have not been recommended for renewal;

26.2.1.5. Represents Group II as a voting Member of the Graduate Council; and

26.2.1.6. Serves as a member of the Graduate Council Academic Program Committee.

26.2.2. Vice-Chair

26.2.2.1. Acts as Chair in the Chair's absence and takes over any duties that the Chair is unable to perform;

26.2.2.2. Usually serves as an officer of the Group II Membership Committee; 4.2.2.3 Represents Group II as a voting Member of the Graduate Council; and 4.2.2.4 Serves as a member of the Graduate Council Membership Committee.

26.2.3. Secretary

26.2.3.1. Keeps minutes of all Group II meetings;

26.2.3.2. Usually serves as an officer of the Group II Membership Committee; and

26.2.3.3. In the absence of the chair or vice-chair, represents Group II as a voting Member of the Graduate Council.

26.3. Membership Committee

- 26.3.1. Usually consists of the Group II Officers (additional members may be appointed by the Chair);
- 26.3.2. Reviews new and continuing applications for Membership and Affiliate Membership and recommends to the Group II Graduate Faculty actions to be taken on these nominations;
- 26.3.3. May solicit additional information when in doubt about a membership application or any information provided on a membership application.

26.4. Filling Officer Vacancies

- 26.4.1. Should the office of Chair become vacant, the Vice-Chair will assume the office as Acting Chair. A new Vice-Chair will be elected at the next regularly scheduled (fall or spring) Group II meeting to complete the term of office.
- 26.4.2. Should the office of Vice-Chair become vacant, a new Vice-Chair will be elected at the next regularly scheduled (fall or spring) Group II meeting to complete the term of office.
- 26.4.3. Should the office of Secretary become vacant, a new Secretary will be elected at the next regularly scheduled (fall or spring) Group II meeting to complete the term of office.

27. Amendments

- 28. Any Member of Group II may introduce a motion to amend these bylaws. In order to ensure that the motion is included on the official group meeting agenda, written notification of the motion shall be given to the Chair and Vice Chair no later than three weeks before a regularly-scheduled (fall or spring) group meeting. These bylaws may be amended without being submitted to a vote by Group II for the following reasons: typographical and grammatical errors; updating changes in titles and unit or department names.

28.1. Procedure

- 28.1.1. Any motion to amend the bylaws shall be discussed at a regular group meeting. At this meeting, the Members present (excluding the Chair or acting Chair) shall vote on whether or not to forward the motion for a vote by the full group membership. A simple majority voting in the affirmative shall send the motion to the full membership. In the case of a tie, the Chair or acting Chair shall cast the deciding vote.
- 28.1.2. Amendments must be approved by two-thirds of the total Group II Graduate Faculty votes cast in a referendum administered by the Chair or Vice-Chair of Group II. The proposed change must be submitted to the Group II Graduate Faculty members at least 30 days in advance of the close of the vote. Voting may be conducted through either a secret paper ballot distributed through OSU campus mail or through a secret ballot online voting or survey program.