

|                                           |
|-------------------------------------------|
| BYLAWS OF GROUP V OF THE GRADUATE FACULTY |
|-------------------------------------------|

Preamble: The bylaws of the Graduate Faculty at Oklahoma State University state: “The Graduate Faculty shall be comprised of all Full Members, Associate Members, and Emeritus Members and shall be organized into Subject Matter Groups.” The bylaws of the Graduate Faculty also state, “All Members of the Graduate Faculty of a department, school or program constitute the unit that shall exercise general supervision of graduate work in that unit and shall be responsible for the policies pertaining to its graduate programs, which are not reserved to the Subject Matter Group or Graduate Council.” Certain terms (e.g. committee chair, research advisor, outside member, etc.) are defined by Oklahoma State University in the graduate section of the University catalog.

I. Definition of Group V

- A. Group V Education is an affiliate and subordinate group within the Graduate Faculty at Oklahoma State University.
- B. Group V is subject in its bylaws and in all rights and responsibilities to the bylaws of the Graduate Faculty.
- C. When Graduate Faculty bylaws are modified in such a manner as to affect the bylaws of Group V, the bylaws of the Graduate Faculty shall be in force until Group V Bylaws can be brought into compliance with those of the Graduate Faculty.
- D. Group V bylaws may be more specific or restrictive than Graduate Faculty bylaws; however, Group V must comply with Graduate Faculty bylaws.

II. Membership in Group V

Department or School heads proposing persons for membership shall be responsible for verifying that candidates have met all criteria and conditions and for supplying documentation in support of the nomination (for example articles, books, proposals, papers, chair dissertations, etc.).

A. Membership category – Full Member of the Graduate Faculty (Group V)

- 1) Qualifications for initial Membership as a new tenure track faculty member at OSU:
  - Earned doctoral degree (or highest degree considered in the discipline as a terminal degree) from an appropriately accredited institution.
  - A record of ongoing scholarship appropriate to the candidate’s discipline.
  - 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) Qualifications for Membership for other faculty ranks:

- Clinical, research, and adjunct faculty members who are affiliated with Oklahoma State University 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 Group V by completing the appropriate and required forms provided by the Graduate College, including a curriculum vita. These nominations may be submitted by the department or school head to Group V, followed by electoral ballot of Group V members, and confirmation by the Graduate Council.

B. Procedure for initial appointment as Full Member

- 1) Newly appointed tenure track OSU faculty members within an OSU department or school with a graduate program may be appointed as Full Members of the Graduate Faculty by their department or school head, effective the semester of initial academic appointment. The nominee's department or school head informs the Group V Chair of the nomination and submits it to the Graduate Dean for final approval. The appointment is valid for up to five years.
- 2) Nominations of other qualified candidates may be submitted by the department or school head to Group V, followed by electoral ballot of Group V members, and confirmation by the Graduate Council.

C. Roles and responsibilities of Full Members

- 1) Full Members are eligible to be a member of master's and doctoral advisory committees and to teach courses for graduate credit.
- 2) To serve as a thesis/dissertation advisor, an individual must have documented mentoring activity and research accomplishments.
- 3) To serve as Chair of a master's advisory committee, an individual must hold an OSU academic appointment equal to or higher than assistant professor, assistant research professor, or assistant clinical professor in an OSU academic unit.
- 4) 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.

D. Membership category – Associate Member of the Graduate Faculty (Group V)

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.

- 1) Qualifications for Associate Membership:
  - Master's degree or professional degree or higher level of education.
- 2) Procedure for appointment as Associate Member
  - Nominations may be submitted by the department or school head to the Graduate College and are subject to approval by the Graduate Dean. The nomination shall include the appropriate and required forms provided by the Graduate College, including a curriculum vita for the nominee. These nominations must specify the level of responsibility requested. The appointment in this manner is valid for one year.
  - Renewal requests, including the materials specified above, may be submitted by the department or school head to the Graduate College and are subject to approval by the Graduate Dean. The appointment in this manner is valid for one year.
  - Candidates for Associate Membership may apply through Group V providing the appropriate and required forms provided by the Graduate College, including a curriculum vita. Associate Membership granted through Group V upon approval by Graduate Council shall be valid for up to five years.
- 3) Roles and responsibilities of Associate Members:
  - 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 forms submitted by the sponsoring department. Associate Members are not eligible to vote on matters presented to the Subject Matter Groups and to the Graduate Faculty as a whole, may not chair student committees, and may not serve as the Outside Committee Member.

E. Renewal of Membership – Member of the Graduate Faculty (Group V)

- 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. The procedure for renewal of membership is:
  - a) The candidate completes the appropriate and required forms provided by the Graduate College, including a curriculum vita.
  - b) These forms are submitted to the department or school head, who forwards them to the Graduate College, which will forward to the Chair of the Subject Matter Group.
  - c) If there is a change in level of responsibilities and eligibility for specific roles (Levels 1 – 4 as detailed on the Appointment to the Graduate Faculty form), the candidate must also complete and update an "Appointment to the Graduate Faculty" form.
  - d) Group V executive committee reviews the applications and creates a ballot to be presented to members during the Group V semi-annual meeting.
  - e) Group V membership votes during the semi-annual meeting on membership for the respective candidates. Group V executive committee

submits names of successful candidates to the Graduate Council for final approval.

F. Qualifications for continued membership

- 1) The candidate must have a current appointment as an Associate or Full Member of the Graduate Faculty at the time of application for renewal.
- 2) The candidate must present successful experience in graduate instruction and working with graduate students.
- 3) The candidate must have demonstrated the ability to write in a creative and/or scholarly manner. These criteria may be demonstrated in several ways, such as:
  - a) Publication in national/international periodicals with a review process.
  - b) Publication of book(s).
  - c) Receipt of external funding through a proposal subject to external peer review.
- 4) For Full Membership, the candidate must have successful experience in serving as a member of masters or doctoral committees.

G. Roles and responsibilities of continuing Members

- 1) 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 Group V meetings and on matters referred to in these bylaws.
- 2) Officers in Group V must be voting Members with at least three academic years of full-time employment at Oklahoma State University.
- 3) To serve as Chair of a doctoral committee for programs in Group V, an individual must be a Full Member of the Graduate Faculty with an appointment of Assistant Professor or higher, have documented mentoring activity and research accomplishments.
- 4) Emeritus faculty members may serve as thesis and dissertation advisors, but are not eligible to be chairs of graduate committees. As stated in the Graduate Faculty bylaws, "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 an Emeritus Member."
- 5) Upon approval of the respective school or department head, emeritus and departing faculty members may retain membership on a year-by-year term following severance of regular employment with Oklahoma State University.

III. Committee Structure in Group V

- 1) All master's degree committees shall have a minimum of three Associate or Full Members of the graduate faculty qualified to serve as designated by level of membership. Two of the three members of the committee must hold OSU tenure line academic appointments. The chair of the master's committee must be a member of Group V in an OSU tenure-track faculty line.

- 2) All specialist and doctoral degree committees shall have a minimum of four Associate or Full Members of the graduate faculty qualified to serve as designated by level of membership to function as an advisory committee. At least two of these committee members must hold OSU tenure line academic appointments. The chair of the doctoral committee must be a Full Member of Group V with doctoral chairing privileges and be in an OSU tenure-track faculty line.

#### IV. Definition of Outside Committee Member

- 1) In Group V of the Graduate Faculty, the outside member of a doctoral committee is defined as outside the school or department represented by the chair of the advisory committee or approved by the Graduate College. Since the outside member represents the Graduate College, this position must be held by an OSU tenure line faculty member with graduate faculty membership in one of the graduate faculty groups at OSU.
- 2) The role of the Outside Committee Member is to ensure that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The Outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

#### V. Removal of Membership Status

An Associate or Full Member of Group V may lose their respective status through the following procedures.

1. Voluntary lapse in renewal of status thus allowing the status to be terminated.
2. Voluntary request to Group V elected officers to be removed from membership.
3. Change in appointment status which makes the candidate ineligible for a specific status of membership.
4. Action by Group V membership to remove membership rights for failure to meet the membership criteria identified above.

#### VI. Appeals and Petitions

To obtain reinstatement, a member may at any time petition the Committee on Continuing Evaluation, consisting of the elected officers of Group V. The petition for reinstatement should be sent to the Group V Chairperson and must be accompanied by documentation of scholarly activity.

Any exceptions to the above stated Group V membership criteria may be petitioned to the elected officers of Group V. Rulings of this committee regarding the submission of appealed nominations for Group V consideration will be final.

#### VII. Election of Officers

Group V elects officers in odd-numbered years, with officers serving two year

terms. A secretary and vice chair are to be elected at the spring meeting of group in odd-numbered years, with the former vice chair advancing to the position of chair. In the event of a vacancy, leaving an incomplete term of office, Group V will hold a special election to fill the vacancy. If that vacancy is the chair of Group V, the vice chair shall advance to the chair, and a new vice chair will be elected to fill the unexpired term.

#### VIII. Amendments to these Bylaws

Amendments to these bylaws must be approved by two-thirds of the total Group V Graduate Faculty votes cast in a referendum administered by the Executive Committee of Group V. The proposed change must be submitted to the members of Group V at least 30 days in advance of the vote and following approval by two-thirds of the votes cast by the participants at a regular meeting of Group V.