

BYLAWS
of the
BIOLOGICAL SCIENCES GROUP I OF THE GRADUATE FACULTY
(Approved – May 12, 2010)
(Revised – November 14, 2014)

Article I – Definition of the Group

The Biological Sciences Group is designated as Group I of the Graduate Faculty. Group I Bylaws may be more specific than those of the Graduate Faculty, but must be consistent with the Graduate Faculty Bylaws.

Article II – Academic Units Comprising Graduate Faculty Group I

Academic units comprising Group I include Animal Science, Botany, Entomology and Plant Pathology, Natural Resource Ecology and Management, Horticulture and Landscape Architecture, Microbiology and Molecular Genetics, Nutritional Sciences, Plant and Soil Sciences, and Zoology. Additional programs may be added to Group I when approved by Graduate Council.

Article III - Officers

- Section 1. Officers of Group I shall be a Chair, Vice-Chair, and Secretary. All three Group I officers must be Full Members with at least three academic years of full-time employment at Oklahoma State University.
- Section 2. The Chair and Vice-Chair shall serve in a dual capacity, being officers in Group I, and also representatives of Group I on the Graduate Council.
- Section 3. The Secretary is entitled to attend all meetings of the Council and act in place of either Chair or Vice-Chair in the event of their absence.

Article IV – Duties of Officers

- Section 1. Duties of the Chair shall be:
- A. Preside at all regular and special meetings.
 - B. Represent Group I on the Graduate Council.
 - C. Call special meetings as needed.
 - D. Appoint standing Membership Committee members and other *ad hoc* committees (e.g., Bylaws Committee and Nominating Committee) as needed.
 - E. Report to Group I the actions of the Graduate Council that concern the Group.
 - F. Perform the duties of the office as specified in the Graduate Faculty Bylaws.
- Section 2. Duties of the Vice-Chair shall be:
- A. Preside in the absence of the Chair.
 - B. Represent Group I on the Graduate Council.
 - C. Carry out the provisions of these Bylaws should the Chair's office be vacated.

- Section 3. Duties of the Secretary shall be:
- A. Keep the minutes of Group I regular and special meetings.
 - B. Send out notices of meetings at the direction of the Chair.
 - C. Serve as alternate representative on the Graduate Council in accordance with the Graduate Faculty Bylaws.
 - D. Provide all new members of Group I with the web address for the bylaws.

Article V – Standing Committee

- Section 1. The Membership Committee is responsible for reviewing and evaluating nominations for appointment or reappointment to membership in Group I Graduate Faculty, acting on the recommendations and associated documentation provided to Group I. It is the duty of the Membership Committee to assess the extent to which members have met Group I criteria for membership, including scholarship requirements.
- Section 2. The Membership Committee shall consist of Group I Vice-Chair and three additional members from different departments or programs. The Vice-Chair shall serve as a non-voting member for a two-year term, and represent Group I on the Membership Committee of the Graduate Council. The three additional committee members shall serve staggered three-year terms, with the most senior member serving as Committee Chair. Each year, the Group Chair shall appoint a new member as a replacement for the senior committee member who is rotating off of the committee. In the event that the Committee Chair or a member is, or will be, absent from campus for one or more semesters, the Group Chair shall appoint a new member to complete the absent member's non-expired term.

Article VI – Elections

- Section 1. Membership in the Graduate Council is for a four-year term, as provided in the Bylaws of the Graduate Faculty, and a regular election will be held each odd-numbered year.
- Section 2. At every Group I election a member is elected to fill the dual post of Vice-Chair and Graduate Council member. The Vice-Chair automatically succeeds to the Group I Chair's position after two years, and then serves two years as Chair.
- Section 3. The Secretary of Group I shall also be elected at each biennial election for a two-year term. An incumbent may be re-elected for a second, but not more than two consecutive terms.
- Section 4. Elections will be held in the spring semester of odd-numbered years.
- Section 5. The Chair shall appoint an *ad hoc* Nominating Committee in odd-numbered years, with the membership coming from different departments or programs. The duty of the Nominating Committee is to prepare a slate of Group I nominees for election in the spring. At least two candidates shall be proposed for each

office. Additional nominations for both offices (Vice-Chair; Secretary) may be made from the floor at the spring meeting and/or electronically within one week (7 days) following the meeting.

Section 6. Voting shall be by paper or electronic ballot as deemed appropriate by Group I officers. The final date for submitting votes shall be specified on the ballot and shall be at least two weeks (14 days) after the date on which the ballots are disseminated to the membership. Winners shall be announced at the close of the balloting period and will take office on June 1 following their election.

Article VII – Vacancies

Section 1. If the Chair vacates the office for any reason with less than one year of service remaining, the Vice-Chair shall appoint a nominating committee to select an interim Chair who will serve the remainder of the non-expired term.

Section 2. If the Chair vacates office with more than one year of the term remaining, the Vice-Chair shall succeed to the Chair's position and shall immediately appoint a nominating committee to prepare a slate of nominees for Vice-Chair to be voted on by ballot of the members. The winning candidate will take office immediately.

Section 3. The office of Vice-Chair shall be filled by election whenever the office becomes vacant. Election procedures shall be in accordance with Section 2 above.

Section 4. Vacancy in the office of Secretary shall be filled by election in accordance with Section 2 above if more than a year of the non-expired term remains, otherwise by appointment by the Chair.

Section 5. Should the offices of Chair and Vice-Chair both become vacant at the same time, the Secretary of Group I will appoint a nominating committee to prepare a slate of candidates for both positions. When this is done the secretary will provide a ballot to all members for the purpose of quickly electing new officers. These new officers will serve until the next regular election, when a new Vice-Chair will be elected in the usual manner.

Article VIII – Meetings

Section 1. Regular meeting of Group I shall be held in the months of October and March every year unless rescheduled earlier by the Chair.

Section 2. Special meetings shall be called as provided in these bylaws or at the discretion of the Chair. Agenda items shall accompany all calls for special meetings

Article IX – Criteria for Membership in Group I Graduate Faculty

Section 1. Full Member

A. Requirements for eligibility

1. Earned doctoral degree (or highest degree considered in discipline as terminal degree) from an appropriately accredited institution.
2. Record of ongoing scholarship as appropriate to the individual's discipline. Scholarship can include refereed publications, patents, books, book chapters, juried exhibits, and other original works. For initial review, one item of scholarship within the last five years is required. For continuing review, two items of scholarship within the last five years are required (Article IX, Section 5.B below). Refereed publications are defined as original research reported in a reputable journal with a peer or editorial review by national and/or international professional scientists appointed by the journal, or the equivalent criteria for original designs. Books will be considered a publication when a peer review is obtained by the publisher. Publications "in press" must be documented by a copy of the publisher's acceptance letter. Abstracts are not considered refereed publications.
3. As part of appointment to a tenure-track or tenured faculty position at Oklahoma State University, the appointment includes Full Membership in the Group I Graduate Faculty for appointees in Group I academic units.
4. Clinical, research, and adjunct faculty members, who are affiliated with Oklahoma State University as professional persons (e.g., leader or assistant leader of the Oklahoma Cooperative Fish and Wildlife Unit) as defined in the Oklahoma State University Faculty Handbook, and who have met all requirements as defined in Sections 1.A.1 and 1.A.2 (Article IX) above, may request status as Full Members of Group I Graduate Faculty. The Membership Committee will review these requests and make recommendations to the faculty.

B. Privileges and Limitations

1. All Full Members are eligible to be a member of master's and doctoral advisory committees, and to teach courses for graduate credit.
2. Advising Theses or Dissertations and Chairing 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.
 - a. To serve as a thesis or dissertation advisor, an individual must have documented mentoring activity and research accomplishments. Mentoring includes, but is not limited to, being actively involved in graduate committees or undergraduate research or design projects.
 - b. 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, or hold an adjunct appointment, at the level of assistant professor or higher, in an OSU academic unit.

- c. 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.

Section 2. Associate Member

A. Requirements for eligibility

1. Earned Master's degree or higher.
2. Associate Members are (1) non-OSU faculty members or (2) individuals at Oklahoma State University who hold at least one of 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.
3. Documented teaching of graduate courses within last five years for reappointment for the associate members engaged in teaching.

B. Privileges and Limitations

1. An Associate Member may teach courses for graduate credit at a level up to their academic credentials. Doctoral (6000-level and above) courses may be taught only by Associate Members holding a doctoral degree.
2. An Associate Member may also serve on Master's and doctoral committees. Requested privileges must be specifically indicated on the Associate Member application form submitted by the sponsoring department.
3. Associate Members are not eligible to vote on matters presented to Group I or to the Graduate Faculty as a whole, and may not chair graduate committees, and may not serve as the Outside Committee Member.

Section 3. Emeritus Member

A. Requirements for eligibility. Emeritus Members are Oklahoma State University faculty members who have retired and been appointed as an Emeritus Faculty, and who held graduate faculty status before retirement.

B. Privileges and limitations. Emeritus 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 Group I and to the Graduate Faculty as a whole. Emeritus members may serve on committees. Emeritus Members may also serve as a research advisor for students. Emeritus 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.

Section 4. Process

The following procedures are utilized by Group I for all appointments and reappointments to the Graduate Faculty.

- A. *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 at least once every five years by a committee of other Members in their unit to determine if they meet the Group I requirements for renewed membership. Candidates may appeal a Graduate Faculty evaluation to the Group I Membership Committee for review. If that appeal is rejected, the candidate may appeal to the membership committee of the Graduate Council. The decision of the Graduate Council is final and not subject to appeal.
- B. *Newly-Appointed OSU Faculty*. Faculty appointed to a tenure-track position within an OSU unit with a graduate program may be appointed as Full Members of the Graduate Faculty, effective the semester of initial academic appointment. The nominee's unit head submits the nomination to the Graduate Dean for final approval. Nomination for continuation of the appointment will follow the procedures in the paragraph above (Article IX, Section 4.A, immediately above).
- C. *Associate Member*. Appointment and reappointment as Associate Member of Group I Graduate Faculty is contingent upon meeting the appointment criteria described in Section 2 above. The normal term of membership for Associate Member shall be for no more than five years and shall be renewable. Appointment and reappointment as 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 Dean will then forward this form to the Group I Membership Committee for review.
- D. *Associate Member for Teaching Only*. Individuals assigned to teaching courses for graduate credit may be appointed as Associate Member for a period not to exceed one year, upon nomination by the unit head responsible for the course in question and approval by the Graduate Dean. Renewed appointment beyond one year shall be subject to the procedure described for Associate Membership in the paragraph above (Article IX, Section 4C,

immediately above).

- E. *Emeritus Member*. Emeritus Members are Oklahoma State University faculty members who have retired and been appointed as an Emeritus Faculty and who held graduate faculty status before retirement may be appointed as an Emeritus Member.
- F. *Ex-Officio Candidates*. The President, the Graduate College's administrative leadership, and all deans and vice presidents are eligible to be considered for membership and renewal on the Graduate Faculty. In these administrative roles, the candidates must initiate the process by requesting active membership and renewal through the appropriate unit to the Dean of the Graduate College. The Dean of the Graduate College will then advance the request to the Graduate Council for review and decision on membership status as Full, Associate or Emeritus as appropriate.

Section 5. Membership

- A. *Duration*. All appointments as a member of 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. All appointments are valid through the end of the term (fall, spring, or summer) and year designated in the letter communicating the appointment.
- B. *Continuing Appointment as a Full Member of the Graduate Faculty*. Continuing appointment on the Graduate Faculty requires a review of scholarship every five years. To retain appointment as a Graduate Faculty Full Member, the faculty must have at least two items of scholarship every five years as defined in Article IX, Section 1.A.2, herein.

In addition, at least one of the following three criteria must be met:

1. Successful direction of graduate programs as evidenced by completed theses or dissertations supervised and/or reprints of results published from such research involvement.
2. Submitted copies of currently-funded research project(s) of which the candidate is project leader or principal investigator.
3. Other submitted evidence of professional achievement (such as service on journal review boards or research review committees).

Article X - Amendments to the Bylaws

Section 1. Amendments to these Bylaws may be proposed by any member of Group I Graduate Faculty.

Section 2. Proposed amendments shall be disseminated to all members of the Group I Graduate Faculty at least two weeks (14 days) prior to a regularly-scheduled meeting of the Group I Graduate Faculty, and shall be discussed at that meeting.

Section 3. Suggestions for revisions to proposed amendments may be offered by any member of the Group I Graduate Faculty, either before or during the regularly-scheduled meeting of the Group I Graduate Faculty at which the proposed amendments are discussed. Subsequent to the meeting, suggestions for revisions shall be passed along to an *ad hoc* Bylaws Committee, which shall be appointed by the Chair and shall consist of the Chair, Vice-Chair, Secretary, and other Group I Graduate Faculty members from different departments or programs, and appointed by the Chair. The Bylaws Committee shall consider suggested revisions and accept or decline to incorporate such suggestions by a simple majority vote. If suggested revisions to the proposed amendments are rejected by the Bylaws Committee, the proposed amendments shall then proceed to a vote by the full membership as soon as practical after the Bylaws Committee meeting. If suggested revisions to the proposed amendments are accepted by the Bylaws Committee, the revised proposed amendments shall be disseminated to all members of the Group I Graduate Faculty at least two weeks (14 days) prior to a vote by the full membership.

Section 4. If no suggestions for revisions to the proposed amendments are offered either before or during the regularly-scheduled meeting at which those proposed amendments are discussed, the proposed amendments shall then proceed to a vote by the membership as soon as practical after the meeting.

Section 5. Amendments

A. Amendments to these Bylaws shall be voted on by paper or electronic ballot by members of the Group I Graduate Faculty in accordance with the provisions of Article X, Sections 2, 3, and 4, immediately above. The final date for submitting votes shall be specified on the ballot and shall be at least two weeks (14 days) after the date on which the ballots are disseminated to the membership. After the final date for submitting votes the election shall be considered to be closed. No further ballots shall be accepted, and the votes shall be tallied. Amendments to the Bylaws shall pass and take effect immediately, provided that at least two-thirds of the votes cast during the voting period are in favor of the amendments.

B. These bylaws may be corrected without being submitted to a vote by Group I Graduate Faculty as long as the corrections do not change the meaning of the bylaws, such as typographical and grammatical errors, or changes in titles or academic unit names.