

**Oklahoma State University**  
**Bylaws of Group II Graduate Faculty**  
Approved – April 26, 2010

**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, English, Foreign Languages and Literatures, History, Music, Philosophy, and Theatre.

**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**

Exceptions to the criteria for membership may be granted by petition, with appropriate and sufficient justification, to the Dean of the Graduate College, who will refer such petitions to the Graduate Council for approval.

**2.1 Member**

2.1.1 Requirements for eligibility:

2.1.1.1 Rank of assistant professor or higher (petitions for membership can be made to Group II for persons with other appointments, such as post-doctoral fellowships);

2.1.1.2 Earned doctoral degree, or the highest degree considered as the terminal degree in the area of specialty, from an appropriately accredited institution; and

2.1.1.3 Record of ongoing scholarship or creative activity beyond that required for the terminal degree, as appropriate to the individual's discipline.

## 2.1.2 Privileges and Limitations

2.1.2.1 Group II 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 II meetings and on matters referred to in these bylaws.

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

2.1.2.3 All Group II Members are eligible to be members of masters and doctoral advisory committees, and to teach courses for graduate credit.

## 2.2 Affiliate

### 2.2.1 Requirements for eligibility:

2.2.1.1 Earned master's degree or higher; and

2.2.1.2 Rank of assistant professor / visiting assistant professor or higher (petitions for membership can be made to Group II for persons with other appointments, such as post-doctoral fellowships).

### 2.2.2 Privileges and Limitations

2.2.2.1 Affiliate membership must be renewed in accordance with the procedures outlined in sections 2.4 and 2.5.

2.2.2.2 Affiliates may teach courses for graduate credit at a level up to and including their academic credentials (e.g., doctoral [6000-level and above] courses may be taught only by Affiliates with a doctoral degree).

## 2.3 Terms of Appointment for Members

2.3.1 Newly-Appointed OSU Faculty: Faculty appointed to a tenure-track position within an OSU unit with a graduate program may be appointed as 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. Such an

appointment is valid for two years, during which time the faculty member must apply for regular membership according to the procedure outlined in section 3 below.

2.3.2 All regular Member appointments to the Graduate Faculty are for five-year terms. Renewal must occur by the end of the fall semester in the years shown.

Department	Retention Years
Art	2009, 2014, 2019, etc.
English	2012, 2017, 2022, etc.
Foreign Languages and Literatures	2009, 2014, 2019, etc.
History	2013, 2018, 2023, etc.
Music	2010, 2015, 2020, etc.
Philosophy	2011, 2016, 2021, etc.
Theatre	2011, 2016, 2021, etc.

2.3.3 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.

## **2.4 Terms of Appointment for Affiliates**

2.4.1 Individuals assigned to teaching courses for graduate credit may be appointed as Affiliates of the Graduate Faculty for a period of up to five years, upon nomination by the unit head responsible for the courses in question and approval by the Graduate Dean.

2.4.2 The first Affiliate appointment by the Graduate Council shall be for the period of time between the first Affiliate appointment year and the membership retention year of the Affiliate's department. The length of the first appointment period will be taken into consideration at the Affiliate's first retention review. Thereafter, the renewal year for Affiliate membership shall be the same as the Affiliate's department.

2.4.3 Renewed appointments shall follow the procedure in section 3.2.

## **2.5 Membership and Affiliate Renewal**

2.5.1 All Members and Affiliates of Group II shall be reviewed for membership renewal according to the schedule outlined in section 2.3.2. Renewal shall be for a five-year term.

2.5.2 To renew membership, 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 three-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.

2.5.3 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.

## **2.6 Removal of Member or Affiliate Status**

A Member or Affiliate of Group II may lose membership status in the following circumstances:

2.6.1 Voluntary request to Group II elected officers to be removed from membership;

2.6.2 Change in faculty appointment status that makes the candidate ineligible for membership, such as termination from his or her current faculty appointment for cause (as specified in the OSU Faculty Handbook);

2.6.3 Action by Group II membership to not renew membership for failure to meet the eligibility criteria identified above; or

2.6.4 Action resulting from a complaint as described in the Graduate Faculty Bylaws, section 2.5.

## **3. Procedures for Appointment to the Graduate Faculty**

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

### **3.2 Procedure:**

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

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

3.2.3 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.

3.2.4 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.

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

#### **4. Officers of Group II Graduate Faculty**

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

**4.1 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.

#### **4.2 Duties of the Group II Officers:**

##### **4.2.1 Chair**

4.2.1.1 Calls and chairs Group II meetings;

4.2.1.2 Sets Group II meeting agendas;

4.2.1.3 Appoints the Group II Membership Committee (usually the Group II officers);

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

4.2.1.5 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;

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

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

##### **4.2.2 Vice-Chair**

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

4.2.2.2 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.

##### **4.2.3 Secretary**

- 4.2.3.1 Keeps an up-to-date list of Members;
- 4.2.3.2 Keeps minutes of all Group II meetings;
- 4.2.3.3 Usually serves as an officer of the Group II Membership Committee; and
- 4.2.3.4 In the absence of the chair or vice-chair, represents Group II as a voting Member of the Graduate Council.

### **4.3 Membership Committee**

- 4.3.1 Usually consists of the Group II Officers (additional members may be appointed by the Chair);
- 4.3.2 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;
- 4.3.3 May solicit additional information when in doubt about a membership application or any information provided on a membership application.

### **4.4 Filling Officer Vacancies**

- 4.4.1 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.
- 4.4.2 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.
- 4.4.3 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.

## **5. Amendments**

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.

### **5.1 Procedure**

- 5.1.1 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.

5.1.2 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.