

## **BYLAWS OF GROUP III**

Adopted by vote of Group III faculty: 20 May 2010

Proposed Amendments: 14 November 2014

### **I. Criteria for Membership in the Graduate Faculty**

While it is recognized that most faculty members make significant contributions to more than one of the areas of teaching, research and extension, these criteria are concerned only with an individual's role in the development and execution of the University's graduate programs.

#### **A. Minimum Requirements for Initial Appointment as a Full Member**

1. An earned doctor's degree from a recognized graduate college, the highest degree offered in the candidate's field, or demonstrated equivalence to one of these requirements.
2. An appointment as a tenured or tenure track faculty member with a rank of Assistant Professor or equivalent, or an appointment as a clinical, research, and/or adjunct faculty member who is affiliated with Oklahoma State University (OSU) as a professional person and has an active association with the research and graduate programs in the candidate's department. Affiliation with OSU as a professional person is defined as having an appointment of 0.75 FTE or greater at OSU.
3. Faculty members who are not tenured or on the tenure track and are applying for Full member status shall have completed at least one publication or significant project that has been subject to peer review. Elementary textbooks and popular articles for a general audience are not to be considered. In the case of joint authorship the candidate should have made a major contribution to the research or creative activity involved. For the purpose of this requirement, an accepted doctoral thesis shall be considered a publication. Otherwise, peer reviewed articles are those articles published in a professional journal having an editorial board. Justification for other items offered in fulfillment of this requirement should be attached to the candidate's application for membership.

#### **B. Minimum Requirements for Appointment as an Associate Member**

An earned master's degree from a recognized graduate college, or demonstrated equivalence, is required to be an Associate Member.

#### **C. Minimum Requirements for Appointment as an Emeritus Member**

OSU faculty members who have retired, been appointed as Emerita/us Faculty and were Full Members of the Graduate Faculty before retirement may be appointed as an Emeritus Member.

#### **D. Terms of Appointment**

All appointments to the Graduate Faculty are limited to five (5) year terms.

##### **1. Renewal of Full Member Status**

Full Members must be evaluated at least once every five (5) years by a committee of other Full Members in their unit to determine if they meet the Subject Matter Group requirements for renewed membership. Full Members who are reappointed, promoted, granted tenure, and/or complete a successful cumulative review will have their membership automatically renewed for five (5) years. Full Members who are deemed by the unit's committee to have not met the requirements for renewed membership may appeal this decision by the process outlined in the OSU Graduate Faculty Bylaws.

2. Minimum requirements for renewal of Full Member Status

A Full Member must demonstrate an acceptable level of scholarly output to have their membership renewed for a new five (5) year term. It is recognized that there are many forms of scholarly output depending on an individual's appointment and responsibilities within his or her unit. An example of an acceptable level of scholarly output for renewal is two or more publications within the past five years. "Publication" shall include original research published, or accepted for publication, in a reputable journal or conference proceedings with a peer or editorial review by national or international scholars. A book can fulfill the two-publication requirement when a peer review is obtained by the publisher.

Additional examples of scholarly output supporting the renewal include, but are not limited to, supervision of doctoral dissertations, grants and contracts funded as a principal investigator (PI); collaboration on grants and contracts as a co-PI; proposals written for grants and contracts; patents obtained; development of published or distributed software for research; active participation in organizing conferences/symposia/workshops; colloquia delivered at other universities or national laboratories; unpublished presentations at national or international meetings; participation as an invited speaker or panel member at conferences, symposia, or workshops; visibility at the national level, as evidenced by invitation to serve on research proposal review panels, national adjudication teams, or accreditation teams; development and delivery of new research-based outreach programs via conferences, web sites, electronic or other innovative media.

3. Renewal of Associate Member Status

To renew membership, Associate Members must satisfy the same requirements established for their initial appointment (Section 1.B). Renewal of Associate Members' appointment will be reviewed by Group III upon submission of a renewal form to the Graduate College by the department recommending the Associate Member for renewal. A vote of Group III members will be taken to determine whether or not the Group recommends that the Graduate Council renews the applicant's membership.

4. Renewal of Emeritus Member Status

Emeritus Members must continue to be active in their unit's graduate and research programs. This is demonstrated by participation on graduate student committees and scholarly output. The department in which the Emeritus member has standing will determine if an Emeritus Member's status is renewed.

**D. Revocation of Member Status**

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. The policy and

procedures to be employed are described in the Bylaws of the Graduate Faculty.

## **II. Membership Privileges**

### **A. Privileges of Full Members**

1. Full Members may vote on recommendations to the Graduate Faculty Council, in Group III officer elections, and on Bylaws amendments.
2. Full Members may serve on all graduate degree and exam committees, serve as Chair for doctoral degree and candidacy exam committees, advise graduate students at all degree levels, and teach graduate courses.

### **B. Privileges of Associate Members**

1. Privileges that may be sought by applicants for Associate Membership are: teaching courses in master's degree programs, teaching courses in doctoral degree programs, serving on master's degree thesis committees and/or serving on doctoral degree candidacy exam and/or dissertation committees.
2. To teach courses in graduate programs, the Associate Member must have an earned degree higher than or at the level of the program that is serviced by the courses for which affiliate status is sought. For example, an instructor for a course in a program in a master's degree program must have a master's or doctoral degree in the relevant specialty or a closely related field; an instructor for a course in a doctoral degree program must have a doctoral degree in the relevant specialty or closely related field. Demonstrated equivalence to the degree or special expertise may also satisfy this requirement.
3. To serve on a student's degree or candidacy exam committee, the Associate member must have an earned degree higher than or at least at the level of the degree being sought by the student. Demonstrated equivalence to the degree or special expertise may also satisfy this requirement.

### **C. Privileges of Emeritus Members**

Emeritus Members enjoy the same privileges as Full Members except:

1. They may not vote on Graduate Faculty recommendations, in Graduate Faculty elections, or on Bylaws amendments,
2. They may not Chair graduate student committees,
3. They may not serve as an Outside Committee Member on doctoral committees.

## **III. Election and Succession of Officers**

- A.** The Chair, Vice-Chair and Secretary of Group III serve concurrent two year terms.
- B.** At the end of a term or if there is a vacancy in the position of Chair, the Vice-Chair becomes the Chair and the Secretary becomes Vice-Chair. If there is a vacancy in the position of Vice-Chair, the Secretary becomes Vice-Chair and a new Secretary is elected. In the event of two vacancies the remaining officer becomes Chair and an election will be held to fill the offices of Vice-Chair and Secretary.
- C.** No person shall serve in a particular office for more than three consecutive years.
- D.** To be elected, a candidate for office must receive a majority of the votes cast. Only Full Members of Group III present at the meeting during which the election is held may vote. All members of Group III shall be given at least two weeks advanced

notice of a meeting at which an election will be held.

### **III. Recommendation for Member Status**

Membership in the Graduate Faculty as a Full Member, an Associate Member or an Emeritus Member is determined by the procedures outlined in the Graduate Faculty Bylaws. The members of Group III provide a non-binding recommendation to the Graduate Faculty Council on all initial applications submitted by Heads, Chairs, and Directors of graduate programs that are part of Group III for non-tenure track faculty members requesting Full Membership, individuals seeking Associate Membership and for renewals of Associate Membership. The procedure used to generate the Group III recommendations to Graduate Faculty Council are described in this section.

- A.** Voting privileges are available only to Full Members.
- B.** All faculty members who are newly appointed to tenure and tenure track faculty appointments in graduate programs that are part of Group III are automatically Full Members.
- C.** At least two weeks prior to a meeting of Group III, the nomination forms for all nominees for Membership that are subject to a Group vote will be made available in either electronic or paper form to the Full members of Group III.
- D.** Full members of Group III with voting privileges can vote by (a) absentee ballot during the period between the publication of the nomination forms and report of the screening committee and the day of the meeting of Group III, or (b) at the meeting of Group III.
- E.** The vote will be by secret ballot. At the end of the voting period the Secretary will tally the ballots and report the results to the membership of Group III. To be recommended for Membership, the nominee must receive a majority of the votes cast.

### **IV. Amendments to These Bylaws**

- A.** Proposed amendments to these bylaws must be made available to all members of Group III at least 14 days prior to a ballot. Also, a meeting of Group III faculty must be called in order to discuss proposed changes to these bylaws prior to a ballot.
- B.** The ballot will be secret and conducted by mail or electronic means.
- C.** In order to pass an amendment must receive two thirds of the ballots cast and the number of ballots cast must be at least one fourth of the number of members of Group III with voting privileges.
- D.** All minor typographical errors and grammatical errors may be changed in the document by the Group III officers without a vote of the Group. These bylaws may be amended without being submitted to a vote by the Subject Matter Group for the following reasons: typographical and grammatical errors; adding and updating changes in titles and unit or department names.