

**Oklahoma State
University
Bylaws of Group IV Graduate
Faculty**

Effective: January, 2015

I. OSU Graduate Faculty Bylaws and Subject Matter Groups

A. Group IV. Social Sciences. Group IV Graduate Faculty is composed of Graduate Faculty Members and Affiliates associated with the following departments/schools: Accounting; Agricultural Economics; Design, Housing and Merchandising; Economics; Finance; Geography; Hotel and Restaurant Administration; Human Development and Family Science; Media and Strategic Communication; Management; Management Science & Information Systems; Marketing; Political Science; Psychology; Sociology; and Communication Sciences and Disorders; and additional units approved by Graduate Council.

B. Duties of the Subject Matter Groups as stated in the OSU Graduate Faculty Bylaws follow.

1. Create and approve Bylaws to govern the Group that are consistent with the Graduate Faculty Bylaws. If amendments to the Bylaws of the Graduate Faculty necessitate amendments to the Group Bylaws, the Graduate Faculty Bylaws shall prevail in the interim;
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;
3. Recommend actions to the Graduate Council;
4. Clearly define the “academic units” that comprise it, for purposes such as determination of outside members of graduate committees and nomination procedures for members of the Graduate Faculty.

II. Officers of Group IV Graduate Faculty

A. Group IV Graduate Faculty Officers are defined by the OSU Graduate Faculty Bylaws to include the following:

1. Chair. Chair meetings of Subject Matter Group and represent the Subject Matter Group as a voting Member of the Graduate Council.

2. Vice-Chair. Act as Chair in that officer's absence and represent the Subject Matter Group as voting Member of the Graduate Council.
3. Secretary. Record minutes, prepare agendas and announce meetings of the Subject Matter Group. In absence of the chair or vice-chair, represent the Subject Matter Group as voting Member of Graduate Council.

B. Elections

1. Group IV Graduate Faculty shall elect officers for a two-year term in even numbered years. Elections shall be conducted in the spring and the new officers shall take office on June 1.
2. Elections are by secret ballot of all voting Members of the Group IV Graduate Faculty. The person receiving the most votes is elected.
3. The Chair and Vice-Chair of Group IV shall represent Group IV on the Graduate Council.
4. The Vice-Chair of Group IV becomes Chair of Group IV at the end of the term as Vice-Chair
5. Group IV will appoint its chair to serve on the Academic Program Committee as described in the OSU Graduate Faculty Bylaws.
6. Group IV shall appoint its vice-chair to serve on the Membership Committee as described in the OSU Graduate Faculty Bylaws.

III. Criteria for Membership in the OSU Graduate Faculty Bylaws

In keeping with Oklahoma State University's mission as a land-grant institution, individuals considered for appointment to the Graduate Faculty shall demonstrate substantial achievement in each of the areas of scholarship, graduate teaching, and extension/service. 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.

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.

Graduate Faculty status at Oklahoma State University includes three membership categories: Full Member; Associate Member; and Emeritus Member. Subject Matter Groups may set and implement additional requirements for each membership category.

A. Full Member

1. Requirements for Eligibility

- a. Earned doctoral degree (or highest degree considered in the discipline as a terminal degree) from an appropriately accredited institution;
- b. Record of ongoing scholarship as appropriate to the individual's discipline.
- c. 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.
- d. 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.
- e. One publication or juried creative exhibit in the last five years (Group IV guideline).

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.

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:

- a. To serve as a thesis/dissertation advisor, an individual must have documented mentoring activity and research accomplishments;

- 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 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.

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.

5. Officers

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

B. Associate Member

1. Requirements for eligibility:

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. 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 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.

C. Emeritus Members

1. Requirements for eligibility:

Emeritus Members are 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.

2. 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 the Subject Matter Groups and to the Graduate Faculty as a whole. Emeritus members may serve on committees. Emeritus Members may serve as 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.

D. 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.

E. Membership

1. Duration

- a. 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.
- b. The criteria to be used in such ongoing review shall be set and implemented by the respective Subject Matter Group, although those criteria must be compatible with Graduate Faculty Bylaws and the process must follow that specified in paragraph 2.7.2.1 of the Graduate Faculty Bylaws.
- c. 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.

2. Process

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

- 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 Subject Matter Group requirements for renewed membership. Candidates may appeal a Graduate Faculty evaluation to the Officers of their respective Subject Matter Group 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.
- b. 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.
- c. Associate Member. Appointment and reappointment as Associate Member of the Graduate Faculty is contingent upon meeting the appointment criteria of the member's Subject Matter Group. 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 Dean will then forward this form to the appropriate Subject Matter Group for review.
- d. Associate Member for Teaching Only. Individuals assigned to teach courses for graduate credit may be appointed as Associate Members of the Graduate Faculty for a period not to exceed one year, upon nomination by the Unit Head responsible for the course in question and approval by the Dean of the Graduate College. Renewed appointment beyond one year shall be subject to the

procedure described for Associate Membership in paragraph Graduate Faculty bylaws.

- e. 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.
- f. Ex Officio Candidate. The President, the Graduate College's administrative leadership, and all deans and vice presidents are eligible to be considered for Graduate Faculty membership through an Ex Officio Affiliation process, where the review is through the elected faculty representatives serving on Graduate Council. Ex Officio Candidates may be considered for Full, Associate or Emeritus Membership status depending on what is requested and deemed appropriate by the Graduate Council.

The Dean of the Graduate College shall inform the Graduate Council of all membership actions described in the Graduate Faculty bylaws and shall be responsive to Graduate Council input on such matters.

F. Removal or Revocation of Privileges

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.
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.
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.

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.

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.
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.

IV. Requirements for Group IV Graduate Faculty Membership who do not meet the requirements for membership status.

Membership for non-tenured and non-tenure track individuals will be voted on by Group IV Full Members attending the regularly scheduled semester group meeting. Membership must be renewed every five years. The Graduate College provides nominations to the Group Chair by the end of September in the fall, and the end of February in the Spring. The Chair of Group IV conducts a vote on each nomination for Group IV at their regularly scheduled group meeting by secret ballot. The candidate must be approved by the majority of ballots cast at the meeting. Each resulting recommendation is in turn transmitted by the Group Chair to the Graduate Council. In the case of a negative recommendation by the Subject Matter Group, the candidate may add a rebuttal to the documents submitted to the Graduate Council's Membership Committee.

A. Full Member

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.

To obtain and retain status as a Full Member, the following criteria must be met:

1. One publication or juried creative exhibit in the last five years.
2. Graduate Faculty Bylaws criteria must be met for Full Membership (see above, Full Member Requirements for Eligibility).

For advising theses/dissertations and chairing Graduate Advisory Committees, criteria must be met under Graduate Faculty Bylaws (see above criteria) see above criteria under Full Membership.

B. Associate Member

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. They may also be OSU faculty members who do not meet the criteria for Full Member.

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 the Subject Matter Groups and to the Graduate Faculty as a whole, and may not chair student committees, and may not serve as the Outside Committee Member.

To obtain and retain status as a Level 1 Associate member, a departmental recommendation is needed as well as the demonstration of appropriate credentials.

To obtain and retain status as a Level 2 Associate member (may teach graduate coursework; may serve on master's committees; see Appointment to the Graduate Faculty form), the following criteria must be met:

1. Earned master's degree or higher.
2. Expertise in the disciplinary content area.

To obtain and retain status as a Level 3 Associate member (may teach graduate coursework; may serve on master's committees; may serve on doctoral committees; see Appointment to the Graduate Faculty form), the following criteria must be met:

1. Earned master's degree or higher.
2. Expertise in the disciplinary content area.
3. One publication or juried creative exhibit in the last five years.

V. Amendments to These Bylaws

A. Members must introduce new amendments for discussion and consideration at a meeting of Group IV faculty. In order to be placed on a ballot for all members' consideration, a motion must be made, seconded, and approved by majority vote.

B. Amendments approved for balloting must be made available to all members of Group IV at least one month prior to voting.

C. The ballot will be secret and conducted by mail or electronic means.

D. In order to pass an amendment must receive two thirds of the ballots cast.

E. These bylaws may be amended without being submitted to a vote by the Subject Matter Group for the following reasons: typographical and grammatical errors; updating changes in titles and unit or department names.