

OPERATING PROCEDURES OF THE FACULTY OF THE GRADUATE COLLEGE, UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

PREAMBLE

The Faculty of the Graduate College of the University of Oklahoma Health Sciences Center, henceforth called OUHSC, has adopted the following Operating Procedures to assist in the orderly conduct and governance of the affairs of the Graduate College, to facilitate the performance of faculty duties and obligations, and to protect the rights and privileges of the Faculty in accordance with the policies, rules, and regulations of the Board of Regents of the University of Oklahoma.

ARTICLE I: MEMBERSHIP OF THE FACULTY OF THE GRADUATE COLLEGE

A. Member

1. All members of the Graduate Faculty, whether Full Members or Associate Members, shall have an appointment in one of the health professional colleges offering graduate instruction at OUHSC.

2. All graduate Faculty Members in each of these professional colleges shall form a Graduate Education Unit that serves as a subunit of the Graduate College.

B. Appointment

1. The Head or Chairperson of a department or program offering a graduate degree shall apply for membership to the Graduate College on behalf of the faculty member.

2. The application and supporting documents shall be forwarded through channels to the Dean of the Graduate College of the OUHSC, hereinafter called the Graduate Dean.

3. The Graduate Dean shall forward the application materials to the Committee on Graduate Faculty Appointments who shall evaluate the application and supporting documents and make a recommendation to the Graduate Council regarding the appointment.

4. The Graduate Council shall vote on the appointment and forward its recommendation to the Graduate Dean who shall notify the

Head or Chairperson of the academic program, the Dean of the health professional college, and other administrative offices as appropriate.

C. Review

1. All appointments to the Graduate College faculty shall be reviewed at the intervals prescribed in the Charter of the Graduate College, hereinafter called the Charter.
2. The Head or Chairperson of the academic program in which the faculty member holds membership shall prepare the necessary application and supporting documentation. These materials shall be forwarded through channels to the Graduate Dean.
3. The Graduate Dean shall refer the matter to the Committee on Graduate Faculty Appointments who shall review the materials and make a recommendation to the Graduate Council regarding reappointment.
4. The Graduate Council shall vote on the reappointment and forward its recommendation to the Graduate Dean who shall notify the Head or Chairperson of the academic program, the Dean of the health professional college, and other administrative offices as appropriate.

ARTICLE II: RESPONSIBILITIES AND POWERS OF THE GRADUATE FACULTY

A. Graduate Faculty

The Graduate Faculty, in conjunction with the Graduate Dean, shall have the responsibility and power to formulate policy regarding all matters related to graduate faculty status, including appointment, performance evaluation, sanctions, rescinding of appointment and reappointment and resignation.

B. Graduate Education

The Graduate Faculty, in conjunction with the Graduate Dean, shall have the responsibility and power to determine requirements for the admission and retention of students in the graduate programs; to establish degree requirements; to recommend, through the OUHSC Provost and the President of the University, to the University Board of Regents, the award of degrees earned;

to formulate and implement educational, research, and professional service policy related to all matters of graduate education;

to set standards of scholarship and creative achievement; and

to take steps necessary for safeguarding and upholding such policies and standards.

ARTICLE III: THE GRADUATE COUNCIL OF THE GRADUATE COLLEGE

A. Officers

1. The Graduate Dean shall serve as President of the Graduate Council.
2. The Vice President and Secretary shall be elected in June of each year by the Graduate Council. A Nominating Committee, appointed via Article VIII of the Charter, shall submit at least one nominee for each office to the Graduate Council. Additional nominations from the floor may be made, provided the nominee has consented to serve if elected. The election shall be by secret ballot by members of the Graduate Council, and by simple majority of the votes cast. If a majority vote is not obtained, the second ballot shall contain the names of the two nominees who received the greatest number of votes on the first ballot. The President shall vote only in case of the tie on the second ballot. Vacancies caused by resignation, leaves, illness, etc. shall be filled by election as described above. All such elections shall be conducted either at the next regular meeting of the Graduate Council or at a specially called meeting.

B. Executive Committee

1. The officers of the Graduate Council and one member elected by the Graduate Council from its membership shall constitute the Executive Committee.
2. The Executive Committee shall meet as often as necessary to carry out its duties and business, or at the request of any one of its members.
3. The Executive Committee shall transact the business of the Graduate Council and the Graduate Faculty between meetings, subject to approval by the respective bodies at their next meeting.
4. A quorum of the Executive Committee shall consist of three members.

C. Duties of the Officers

1. The President of the Graduate Council shall:
 - a. chair the meetings of the Graduate Council and the Graduate Faculty;
 - b. make an annual report to the Graduate Faculty concerning the state of the College; and
 - c. perform other duties that may be necessary to carry on the business and meet the purposes of the Graduate Faculty and the Graduate Council.
2. The Vice President of the Graduate Council shall:
 - a. preside, in the absence of the President, over the Graduate Faculty and the Graduate Council and carry out the duties of the President;

- b. assist in carrying out the duties of the President;
- c. be responsible for the review of the Graduate Dean's performance as stated in Article III, Section E below; and
- d. perform other duties that may be necessary to accomplish the business and to achieve the purposes of the Faculty and Council.

3. The Secretary shall have the responsibility to:

- a. call members to meetings;
- b. prepare and circulate agendas for meetings;
- c. prepare and circulate minutes of the meetings of the Graduate Faculty and the Graduate Council to all members;
- d. keep a record of all actions taken;
- e. serve as Parliamentarian; and
- f. perform other duties that may be necessary to accomplish Faculty and Council business.

D. Functions of the Graduate Council

1. The Graduate Council shall transact the business of the Graduate Faculty between regular meetings.
2. The Graduate Council shall transact other business that may be delegated to it by the Graduate Faculty or by the Graduate Dean.

E. Review of Graduate Dean's Performance

1. The Graduate Council shall initiate the process by soliciting from the Head or Chairperson of each academic unit an appraisal of the Graduate Dean's performance, including such matters as administrative performance, leadership qualities, support of creative and innovative approaches to problems in graduate education, and promotion of excellence in scholarship.
2. The Vice President of the Graduate Council shall oversee the collection of the above data and its distribution of the Graduate Council.
3. The Vice President of the Graduate Council and two other Council members elected by the Graduate Council shall summarize the data and make written recommendation to the Graduate Council.

4. The final report, after approval by the Graduate Council, shall be forwarded to the OUHSC Provost, with a copy to the Graduate Dean.

ARTICLE IV: COMMITTEES OF THE GRADUATE COUNCIL

A. Authority

1. The Graduate Council shall designate and appoint standing and special committees as described in the Charter, and such other committees as are deemed necessary to accomplish the work and purposes of the Graduate Faculty and the Graduate Council.

a. Committees shall be working bodies of the Graduate Faculty and the Graduate Council.

b. Each committee shall have a clearly stated charge, explore issues related to that charge, and make recommendations through the Graduate Council to the Graduate Faculty. These recommendations may include alternate courses of actions and minority reports.}

c. The Graduate Council shall have the power to change the membership of any committee.

d. The Graduate Council shall have the power to limit the terms of all special committees.

B. Duties

1. Each committee shall report significant activities at regular meetings of the Graduate Council.

2. Each committee shall develop its own operating procedures subject to approval by the Graduate Council. It shall keep minutes and submit copies of all minutes to the President of the Graduate Council. The chairperson of each committee may appoint subcommittees.

3. Each committee shall perform other duties and functions that may be defined in these Operating Procedures or by the Graduate Council, or that may be necessary to accomplish its charge.

C. Membership

1. Standing committees shall consist of six members, including the graduate student member. The exception will be the Graduate Student Appeals Committee which shall have an equal number of students and faculty, as required by the Faculty Handbook, plus a faculty Member as nonvoting chairperson. Graduate Faculty members shall not serve simultaneously on more than one standing committee of the Graduate Faculty. Special committees shall consist of whatever number of members may be necessary.

2. There may be more than one Councilor on a committee.
3. The Graduate Council shall designate the chairperson of each committee.
4. Committee members shall be appointed for three years, with terms of office staggered so that approximately one-third of the membership changes each year.
5. Membership shall be, as far as possible, representative of each of the Graduate Education Units.

D. Special Committees

1. Special committee may be established at the discretion of the Graduate Faculty, the Graduate Council or its Executive Committee.
2. A specific charge to each special committee shall be stated in writing at the time of its appointment.
3. A special committee shall be dissolved upon completion of its charge, presentation of a final written report and acceptance of such report by the Graduate Council.

E. Standing Committees

1. Curriculum Review Committee

- a. The functions of the Committee shall be to promote and protect the quality of instructional programs, excellence of scholarship, and rigor of scientific method.
- b. The Duties and responsibilities of the Committee shall be:
 - (1) to develop, publish, implement, evaluate and modify its procedures, criteria and guidelines, subject to approval by the Graduate Council and by the Graduate Dean.
 - (2) to consider and make recommendations to the Graduate Council about faculty and/or student petitions concerning:
 - (a) graduate credit for work taken through educational programs of the armed forces, for courses taken at foreign institutions, or for other non-traditional courses.
 - (b) graduate credit for work completed more than 7 years previously; and
 - (c) variable credit courses, and the recognition of graduate credit outside the limits specified for the individual courses.
 - (3) to review and make recommendations to the Graduate Council about:

- (a) graduate curricula of proposed new academic programs;
- (b) requests for adding new graduate courses to existing programs, and/or requests for changes in existing graduate courses;
- (c) the appropriateness and utilization of existing graduate curriculum.

(4) to consider other matters falling within its purview that are referred to it by the Graduate Dean or the Graduate Council.

The Committee shall undertake other duties and responsibilities necessary to accomplish its functions, subject to the approval of the Graduate Council and the Graduate Dean.

2. Graduate Faculty Appointments Committee

a. The functions of the Committee shall be to promote and protect the highest standards of excellence in teaching, research and professional service among the members of the Graduate Faculty of the OUHSC.

b. The duties and responsibilities of the committee shall be:

(1) to purpose standards based on the Charter and these Operating Procedures for the admission of qualified people to the Graduate Faculty;

(2) to develop, publish, implement, evaluate and modify its procedures, criteria, and guidelines subject to approval by the Graduate Council and by the Graduate Dean;

(3) to review, at prescribed intervals, current Graduate Faculty appointments, as specified in Article III of the Charter and in Article I Section C of these Operating Procedures;

(4) to recommend to the Graduate Council policies to improve the quality and performance of the Graduate Faculty; and

(5) to consider other matters falling within its purview that are referred to it by the Graduate Dean or the Graduate Council.

c. The Committee shall undertake other duties and responsibilities necessary to accomplish its functions, subject to the approval of the Graduate Council and the Graduate Dean.

3. Graduate Student Appeals Committee

a. The functions of the Committee shall be to hear and arbitrate grievances from graduate students from the Health Sciences Center as specified in the Faculty Handbook of the OUHSC.

b. The duties and responsibilities shall be:

(1) to develop, publish, implement, evaluate, and modify appeals procedures which shall be approved by the Graduate Council or Graduate Dean; and

(2) to consider other matters falling within its purview that are referred to it by the Graduate Dean or the Graduate Council.

c. The Committee shall undertake other duties and responsibilities necessary to accomplish its functions, subject to the approval of the Graduate Dean.

4. Research Committee

a. The functions of the Committee shall be to promote and protect the excellence and rigor of scientific method and scholarship.

b. The duties and responsibilities of the Committee shall be:

(1) to encourage and promote research endeavors of the Graduate Faculty and graduate students, by conducting research workshops and seminars;

(2) to develop, publish, implement, evaluate and modify its procedures, which shall be approved by the Graduate Council and the Graduate Dean; and

(3) to review nominations for outstanding research achievement forwarded to it by the Graduate Dean.

c. The Committee shall undertake other duties and responsibilities necessary to accomplish its functions, subject to the approval of the Graduate Council and the Graduate Dean.

5. Responsible Conduct of Research

a. The function of the Committee shall be to promote and uphold the highest standards of excellence in research scientific integrity.

b. The duties and responsibilities of the Committee shall be to:

(1) review Responsible Conduct of Research proposals submitted by each department, or if a currently approved departmental proposal is revised.

(2) conduct a yearly assessment of national Responsible Conduct of Research standards and make recommendations to the Graduate Council and Graduate Dean regarding modifications to current requirements.

(3) submit to Graduate Council a yearly synopsis of program compliance methods.

(4) consider other matters falling within its purview that are referred to it by the Graduate Dean or the Graduate Council.

(5) undertake other duties and responsibilities necessary to accomplish its functions,

subject to the approval of the Graduate Council and the Graduate Dean.

6. Graduate Student Affairs Committee

a. The functions of the Committees shall be to consider all matters related to graduate student affairs except those explicitly delineated in Article 4, Section E, Part 3 or these Operating Procedures.

b. The duties and responsibilities of the Committee shall be:

(1) to develop, publish, implement, evaluate, and modify its procedures which shall be approved by the Graduate Council and the Graduate Dean.

(2) to provide advice to the Graduate Council and the Graduate Dean about such matters that affect graduate students as recruitment, counseling, tutoring, admission, and financial aid; and

(3) to consider other matters falling within its purview that are referred to it by the Graduate Dean or by the Graduate Council.

c. The Committee shall undertake other duties and responsibilities necessary to accomplish its functions, subject to the approval of the Graduate Council and the Graduate Dean.

7. Program Evaluation Committee

a. The functions of the committee shall be to oversee the operation of the Special Committees appointed to evaluate graduate programs.

b. The duties and responsibilities shall be:

(1) to develop, publish implement, evaluate, and modify the procedures by which it will monitor the Special Committees On Program Evaluation and review their reports; and

(2) to consider other matters falling within its purview that are referred to it by the Graduate Dean or the Graduate Council.

c. The Committee shall undertake other duties and responsibilities necessary to accomplish its functions subject to the approval of the Graduate Council and the Graduate Dean.

ARTICLE V: VOTING OF THE GRADUATE COUNCIL AND THE GRADUATE FACULTY IN ASSEMBLY OR BY WRITTEN BALLOT

A. All actions of the Graduate Council and the Graduate Faculty shall be by simple majority vote unless otherwise specified in the Charter or in these Operating Procedures.

B. Regular votes shall be by show of hands unless otherwise specified in the Charter or in these Operating Procedures.

C. A secret ballot may be called for by any member.

D. All Full Members are eligible to vote. On votes by show of hands, the Graduate Dean shall vote only in case of a tie. E. There shall be no proxy voting.

ARTICLE VI: AMENDMENT OF OPERATING PROCEDURES

These Operating procedures may be amended in whole or in part within at least two weeks after the proposed amendment has been submitted for vote to the Graduate Faculty in assembly or by mail ballot.

ARTICLE VIII: IMPLEMENTATION

These Operating Procedures shall become effective immediately following their adoption by the Graduate Faculty and their approval by the Provost of the Health Sciences Center.