

# UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER GUIDELINES FOR GRADUATE FACULTY APPOINTMENT

## I. MEMBERSHIP

Application for appointment to the Graduate Faculty is made through the on-line Graduate College Faculty Database.

The applicant may have one of the following memberships in the Graduate College:

**Full Member** (Voting rights in the Graduate College, 5 year review for reappointment.)  
Faculty with unmodified titles (assistant professor, associate professor and professor) at the University of Oklahoma Health Sciences Center may be a candidate for membership.

**Associate Member** (Non-voting, 3 year review for reappointment)  
Faculty with modified titles (instructor, clinical, adjunct, visiting, OMRP, research or special) at the University of Oklahoma Health Sciences Center may be a candidate for membership if they contribute to graduate education.

**Temporary Member** (Non-voting, services limited to individual students and specific teaching requests)  
A temporary appointment may be granted to a person who by reason of professional expertise or special qualifications can be a contributor to a specific project, thesis, or dissertation committee or who will be teaching on a temporary basis in a graduate program. The temporary appointment will automatically terminate when: the student for whom the appointee is approved either completes the degree requirements or discontinues enrollment, or the teaching commitment in the graduate course/program is completed.

## II. AUTHORITY LEVELS FOR GRADUATE COLLEGE FACULTY APPOINTMENTS

Full or Associate Members of the Graduate College may select to serve at any of the following levels of authority (1-4) depending on their qualifications, interests or responsibilities.

### **Level 1 Authority:**

Teach graduate course(s) and serve on and/or chair non-thesis Masters committee(s).

#### *Level Requirements:*

A MS, PhD degree or appropriate terminal degree with teaching or presentation experience at scientific or professional meetings.

### **Level 2 Authority:**

1. Teach graduate course(s) and serve on and/or chair non-thesis Masters committee(s).
2. Serve on Master's thesis committees.

#### *Level Requirements:*

1. A MS, PhD degree or appropriate terminal degree with teaching or presentation experience at scientific or professional meetings.
2. Documented research experience in an applicable academic discipline.

### **Level 3 Authority:**

1. Teach graduate courses and serve on and/or chair non-thesis Masters committees.
2. Serve on Master's thesis committees.
3. Chair Master's thesis committees.
4. Serve on Doctoral dissertation committee.

#### *Level Requirements:*

1. A MS, PhD degree or appropriate terminal degree with teaching or presentation experience
2. Evidence of documented research activity in the last 5 years in applicable discipline

#### Examples:

- Publications in scholarly journals
- Presentations at scientific/professional meetings
- Current funding or grant submissions
- Invited academic or professional presentations

### **Level 4 Authority:**

1. Teach graduate courses and serve on and/or chair non-thesis Masters Committee.
2. Serve on Master's thesis committees.
3. Chair Master's thesis committees.
4. Serve on Doctoral dissertation committees.
5. Chair Doctoral dissertation committees.

#### *Level Requirements:*

Teaching doctoral students the scholarly art of research and dissemination of acquired new knowledge is largely learned from the mentor. Faculty must demonstrate an active research program within their discipline at the regional and national or international level. This is demonstrated through peer reviewed publications and presentations representing significant addition of new knowledge or unique application of existing knowledge in the solution of problem(s) pertinent to the field or discipline.

1. An earned PhD or applicable terminal degree with teaching or presentation experience.
2. Research scholarship or activity in the last 5 years in applicable discipline consisting of three publications (authorship) in recognized, peer reviewed journals (published or in-press), excluding reviews.

If the requirement of 3 publications in the last 5 years cannot be met, the candidate may substitute one of the following examples for a publication **AND** provide a statement of current research activity which can provide a PhD graduate student with an adequate research training experience.

- A. Section or chapter of book or monograph; (must be senior or corresponding author and in relevant discipline)
- B. Oral presentation at national scientific/professional meeting
- C. Documented current funding or evidence of grant submissions to a Foundation, State, National or Federal Agency as PI, Co-PI or Co-investigator.

3. Evidence of participation in graduate education activities.

#### Examples:

- Graduate student advisory committees,
- Graduate education committees,
- Graduate examination committees,
- Doctoral dissertation committees.