

**Special Membership Appointments to the Graduate Faculty for School of Meteorology
Adjunct and Affiliate Faculty
Approved by faculty on 19 October 2017**

The unique relationship between organizations in the National Weather Center and the School of Meteorology has resulted in many researchers in these organizations being actively involved in the mentoring of graduate students and appointed as Adjunct or Affiliate Faculty within the School. This document describes the selection criteria for Adjunct or Affiliate Faculty appointments and outlines the process by which the School handles the appointments of Adjunct or Affiliate Faculty members to the Graduate Faculty.

1. Adjunct or Affiliate Faculty Appointments in the School

In the School of Meteorology, Adjunct or Affiliate Faculty status is obtained after an affirmative vote of 2/3rds of all eligible faculty, and subsequent approval by the Provost. Adjunct or Affiliate Faculty members are required to have full-time appointments from co-located institutions (e.g., National Weather Center or the Research Campus) with a long history of working with the students and faculty of the School. All these institutions have close management relationships with the University through the monthly Directors meetings of the National Weather Center and the College of the Atmospheric and Geographic Sciences.

In exceptional cases, researchers from outside the Norman community may also be appointed as Adjunct or Affiliate Faculty. In these cases, the candidate should have a stellar record in Meteorology or related fields and have established close collaborations during previous appointments in the National Weather Center or through long-term involvement in joint projects.

The research record is evaluated through examination of the candidate's vitae, citation and impact factors (e.g., Web of Science, Google Scholar, Researcher ID, Research Gate) and a seminar presented at one of the regular seminar/colloquium series. This evaluation process is described in further detail in Section 6 for new appointments and Section 7 for reappointments/renewals.

All Adjunct or Affiliate Faculty members are required to sign a statement that they will abide by the policies and practices of the School, Graduate College, and University. The initial appointment is for a five-year term.

2. Types of Graduate Faculty Appointments

According to OU's Charter of the Graduate Faculty, any tenure-track or tenured faculty member in any College awarding an undergraduate degree on the Norman campus is eligible for membership on the Graduate Faculty. The different levels of privileges for these appointments as Graduate Faculty member range from M0 (may teach graduate level classes), M1 (may serve on and chair M.S. committees), M2 (may serve Ph.D. committees) to M3 (may chair Ph.D. committees). For tenure-track or tenured faculty members in the School of Meteorology, the School selects the level of appointment (typically M3 status) for a Graduate Faculty member and the Graduate College records the status of these appointments.

Adjunct Faculty members appointed as tenure-track or tenured faculty at another OU department are not considered regular faculty in the School. Once appointed as Adjunct Faculty member, they typically

receive a M2-level Graduate Faculty appointment from the School of Meteorology. M3-level Graduate Faculty appointments to chair Ph.D. committees of Meteorology students are granted on request based on a 2/3-majority vote of regular School of Meteorology faculty. In these instances, the School strongly encourages the naming of a regular faculty of the School as Co-chair of the Ph.D. Committee.

The School can also recommend a person to be appointed as a Special Member (SM) to the Graduate Faculty. All SM appointments require subsequent approval by the Dean of the Graduate College, and the level of assigned privileges and the duration of the SM appointment are also recommended by the School for approval by the Dean of the Graduate College. These SM appointments facilitate the Graduate Faculty engagement of Adjunct or Affiliate Faculty members in the School who are not regular faculty in another department at the University.

To standardize the SM appointment process and to recognize the important role of Adjunct and Affiliate Faculty in the School's Graduate program, the School defines the following five levels of privileges:

Level	Privileges	Duration of Appointment	Selection Criteria
SM-Ia	May teach graduate-level classes	Individually decided based on length of teaching assignment	Expertise must meet the School's criteria for Graduate Faculty at M0 level
SM-Ib	May teach graduate-level classes and may serve on an M.S committee of an individual student	Individually decided based on expected committee duration	Expertise must meet the School's criteria for Graduate Faculty at M1 level
SM-Ic	May teach graduate-level classes and may serve on a Ph.D. committee of an individual student	Individually decided based on expected committee duration	Expertise must meet the School's criteria for Graduate Faculty at M2 level
SM-IIa	May teach graduate-level classes, may serve on and chair M.S., and serve on and co-chair Ph.D. committees. Will count towards the majority rule of the Graduate College but regular faculty members cannot be in the minority on any M.S. or Ph.D. Committee in the School of Meteorology.	5-y appointment	Must be Adjunct or Affiliate Faculty in the School of Meteorology and meet the School's criteria for Graduate Faculty at M2 level
SM-IIb	May teach graduate-level classes, may serve on and chair M.S., and serve on and chair Ph.D. committees. Will count towards the majority rule of the Graduate College but regular faculty members cannot be in the minority on any M.S. or Ph.D. Committee in the School of Meteorology.	5-y appointment	Must be Adjunct or Affiliate Faculty in the School of Meteorology and meet the School's criteria for Graduate Faculty at M3 level

The SM-Ia, SM-Ib, and SM-Ic appointments are typically recommended based on specific, one-time needs, either for teaching a specific graduate-level course or for serving on an individual M.S. or Ph.D.

committee. The appointments are short-term and being Adjunct or Affiliate Faculty member in the School is not required for these types of SM appointments.

The SM-IIa and SM-IIb appointments grant extended privileges and are reserved for Adjunct or Affiliate Faculty member in the School. Further details about the requirements and evaluation criteria for these types of SM appointments are described in the remainder of this document

3. Selection Criteria for Obtaining SM-IIa or SM-IIb Privileges:

- The SoM criteria for Graduate Faculty (i.e., the expertise criteria) are described in a separate document, "Graduate Faculty Criteria (School of Meteorology)," available at http://www.ou.edu/content/dam/gradweb/documents/PeopleOrganizations/GraduateFaculty/ags/GradFaculty_Meteorology_2017.pdf
- In order to be eligible for SM-IIa or SM-IIb status, the candidate must hold a current Adjunct or Affiliate Faculty appointment in the School of Meteorology.
- In order to be recommended for SM-IIa or SM-IIb status, the research record of the Adjunct or Affiliate Faculty member must be equivalent to (or exceed) the criteria for regular faculty of the School holding M2 or M3 Graduate Faculty Privileges.
- Prior to obtaining the School's recommendation of SM-IIa or SM-IIb status, the candidate must normally demonstrate successful interactions with graduate students of the School through serving on M.S. and/or Ph.D. committees and/or teaching at the graduate level as a Special Member of the OU Graduate Faculty, which can be facilitated using the SM-Ib or SM-Ic appointments described above.
- Adjunct and Affiliate Faculty members are normally recommended for SM-IIa status by the School's Graduate Faculty Committee (consisting of the regular members of the GSC and the Graduate Liaison), which gives them the privileges to serve on and chair M.S. committees, and to serve on and co-chair Ph.D. committees. A regular faculty member of the School holding M3 status will need to serve as chair of a Ph.D. committee.
- Adjunct and Affiliate Faculty members can receive a recommendation of SM-IIb status from the School, which grants the privilege to chair a Ph.D. committee. However, in these instances, the School requires that a regular faculty member of the School serve as co-chair of the Ph.D. Committees chaired by the adjunct or affiliate with SM-IIb status.
- The procedure within the School for recommending SM-IIb status is separate from and in addition to the vote for the Adjunct or Affiliate Faculty appointment. The process begins with a vote within the Graduate Studies Committee after considering the past performance of the candidate on M.S. and Ph.D. committees. If the vote is favorable, the Graduate Studies Committee will introduce the recommendation to the regular faculty at a faculty meeting. The vote will be a double-blind ballot and a favorable decision requires an affirmative vote of 2/3rds of the School's regular faculty.

- All SM-IIa and SM-IIb level appointments are recommended for a five-year term to simplify the coordination process between the Adjunct and Affiliate Faculty appointment process within School and their Graduate Faculty appointment within Graduate College.

4. Committee Composition and Majority Rules:

- Adjunct and Affiliate Faculty members appointed by the School to the Graduate Faculty at the M2 - M3 level (adjuncts who are regular faculty in other departments at OU) or SM-IIa and SM-IIb level (adjuncts or affiliates who are not regular faculty in other departments at OU) count towards the majority rule of the Graduate College **but regular faculty members cannot be in the minority on any M.S. or Ph.D. Committee in the School of Meteorology.**
- Adjunct and Affiliate Faculty members appointed by the School to the Graduate Faculty (at the M2, M3, SM-IIa or SM-IIb level) **cannot** serve as the outside member on any SoM Ph.D. committee.

5. Responsibilities

- All regular and special members of the Graduate Faculty, who are teaching classes are required to obey the rules of the [Faculty Handbook](#). Chapter 4 of the Faculty Handbook, which describes policies related to interactions with students, is particularly relevant. Each instructor is expected to provide a clear and detailed syllabus for the course they are teaching. A common template for OU courses can be found here: <http://www.ou.edu/content/cte/teaching/syllabi.html>
- All regular and special members of the Graduate Faculty, who are supervising students are responsible for submitting grades in a timely manner online if they are offering a section under their name for any of the following courses: Research for Master Thesis (METR 5980), Independent Study (METR 5990), Research for Doctoral Dissertation (METR 6980), or Special Problems (METR 6990).
- All regular and special members of the Graduate Faculty, who are supervising students will assist the Graduate Liaison in the timely and accurate completion of the annual student evaluation. A careful and honest appraisal is needed to help the student by identifying strengths and weaknesses as well as to document ongoing or nascent problems. It is recommended, that committees meet annually with students to review progress and future plans prior to the preparation of the required annual evaluation.
- When chairing an M.S. or Ph.D. committee, the advisor and student have the responsibility to know and follow the policies and practices of the School and Graduate College. To assist in this regard, the School offers an annual SoM Graduate Program Orientation session to incoming graduate students and its Graduate Faculty members. This orientation session is being coordinated by the School's Associate Director for Graduate Programs or Graduate Liaison. Attendance of the annual SoM Graduate Program Orientation and knowledge of policies described in the [Graduate College Bulletin](#) and [SoM Graduate Student Handbook](#) is expected from all Graduate Faculty members. The School also offers its day-to-day support through its

regular faculty members serving on the Graduate Studies Committee, the Graduate Liaison, the Academic Coordinator for Graduate Programs and the Director's office.

- Adjuncts and affiliates who wish to Chair or Co-chair a graduate student's committee must typically provide funding for a Graduate Research Assistantship (GRA) in a manner consistent with the practices and policies of the School. The agreement to provide funding support needs to be stated in the student's offer letter and is, of course, subject to the normal caveats (i.e., the student making satisfactory progress towards their degree, subject to the availability of funds due to unanticipated interruptions in funding). The School's policies on this issue include:
 - i) GRA support provided at the level set by the School for the duration of the student's agreed upon degree quest (e.g., through completion of the M.S. or Ph.D.);
 - ii) Appropriate funding made available so that the graduate student has an opportunity to present their research results at a professional meeting(s);
 - iii) The necessary computational equipment and resources are made available to the student.
 - iv) Depending on their affiliation, an Adjunct or Affiliate serving as a student advisor may also need to provide office space, administrative assistance and IT support to the student through their own research unit.
- When a researcher publishes research in their capacity as an Adjunct or Affiliate Faculty member of the School (e.g., research was undertaken with graduate students that they supervise), the Adjunct or Affiliate Faculty member should note their affiliation with the School as a secondary or tertiary affiliation in refereed publications to the extent allowed by the journal and their employer.

6. Initial Appointment Process

To be appointed as an Adjunct, Affiliate, and Graduate Faculty member for the first time in the School of Meteorology, the following procedure must be followed:

- A member of the Regular Faculty in the School of Meteorology must first nominate the candidate by submitting a letter of support and the candidate's curriculum vitae to the chairperson of the School's Graduate Studies Committee (GSC). The chairperson of the GSC will perform an initial review as to whether a candidate's credentials satisfy the [School's Graduate Faculty Criteria](#).
- If the chairperson of the GSC determines that the candidate's credentials satisfy the School's Graduate Faculty Criteria, the GSC chairperson will request a formal written application from the candidate to present to the full GSC to review. The desired status of the candidate (either SM-IIa, or SM-IIb) will be included and reviewed as part of the candidate's formal written application.

- The formal written application will consist of (1) a cover letter that includes a statement that they will abide by the policies and practices of the School, Graduate College, and University, (2) the letter of support by the Regular Faculty member nominating the candidate, (3) the candidate's curriculum vitae, and (4) any other documentation that demonstrates the candidate's credentials satisfy the School's Graduate Faculty Criteria, such as publications, as well as citation and impact factors (e.g., Web of Science, Google Scholar, Researcher ID, Research Gate).
- Adjunct and Affiliate Faculty members are normally recommended for SM-IIa status. In exceptional circumstances, the candidate may be recommended for SM-IIb status. The GSC will determine whether a candidate's credentials satisfy the School's Graduate Faculty Criteria for SM-IIa or SM-IIb status, and will recommend the appropriate level of appointment.
- If the voting members of the GSC agree with a 2/3rds affirmative vote that a candidate's credentials satisfy the School's Graduate Faculty Criteria, the GSC chairperson will invite the candidate to present a seminar at one of the regular seminar/colloquium series.
- Once a seminar date has been determined, the GSC chairperson will (1) notify the Regular Faculty in the School of Meteorology of the candidate's nomination, (2) make the candidate's written application accessible to the Regular Faculty in the School of Meteorology, and (3) provide the candidate's seminar information (e.g., date, title, and abstract) to the Regular Faculty in the School of Meteorology.
- The Regular Faculty will vote on the candidate's nomination, usually in the executive session of the first faculty meeting that follows the candidate's seminar. Adjunct or Affiliate Faculty status is only awarded after an affirmative vote of 2/3rds of all eligible faculty.
- Once the eligible Regular Faculty have affirmatively approved the candidate's nomination, the School's Graduate Faculty Committee will sign and submit the form "Application for Special Membership in the Graduate Faculty" to the Graduate College, and the final decision on the Graduate Faculty privileges is subject to subsequent approval by the Graduate College Dean.
- The final decision on the appointment as Adjunct or Affiliate Faculty member at OU is subject to subsequent approval by the Provost.

7. Evaluation, Renewals, and Termination

- Noting that the annual evaluation of regular faculty includes an examination of their accomplishments in serving on graduate committees, the performance of Special Members to the Graduate Faculty will be monitored by the School's Graduate Faculty Committee. GSC committee members, other faculty, involved staff and impacted students should feel free to bring positive or negative comments on the performance of Adjuncts and Affiliates in their graduate mentoring role to the attention of the Graduate Studies Committee.
- Adjunct and Affiliate Faculty members seeking to renew their Adjunct/Affiliate Faculty and Graduate Faculty appointments must detail their past performance in fulfilling the

responsibilities described in section 5. Each renewal candidate must submit an updated curriculum vitae. Additionally the candidate, must provide a memo (typically 2 pages) documenting the involvement in classroom teaching; service on graduate committees as committee member or chair; participation in Faculty meetings, the annual SoM Graduate Program Orientation, and SoM seminars; the number of papers co-authored with graduate and/or undergraduate students and number of papers where the School is included as secondary affiliation; and any other contributions to the School, College or University. This information will be formally reviewed and evaluated by the GSC. If the voting members agree with a 2/3rds affirmative vote in favor of the renewal of the appointment, then the renewal request will be brought to the School of Meteorology's Regular Faculty. The GSC chairperson will summarize the renewal request at a faculty meeting and will include a summary of the formal review performed by the GSC.

- Renewals of these appointments require a 2/3rds affirmative vote of the eligible Regular Faculty.
- Service on graduate committees is a critical aspect of graduate education. The School is extremely grateful for the voluntary service of Adjunct and Affiliate Faculty members on graduate committees, which has greatly enhanced the reputation of the School and University. However, should problems arise or appear to be developing in their mentoring role, Graduate Faculty members will be notified by the Graduate Studies Committee or the Director on the Committee's behalf. These problems may include, but not limited to: quality of the mentoring, insufficient knowledge of policies, slow progress of students, consistent lack of students publishing in refereed journals, failure to include the School as their secondary affiliation in relevant publications, marginal quality of the Masters or Dissertation work. The School will work with Adjunct and Affiliate Faculty members to improve performance, but we note that the Graduate College and/or the School has the right to terminate appointments at any time should problems arise.
- When Adjunct and Affiliate faculty members retire or leave their position from the University of Oklahoma or their National Weather Center unit, their Graduate College Privileges will be determined in a manner analogous to the treatment of regular faculty who retire or leave the University.