

03.FAC.04

Faculty Qualifications and Engagement Standards

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I. Faculty Categories and Definitions

As suggested by the AACSB (Standard 15, April 8, 2013, pp. 38-39) faculty members are categorized as Scholarly Academic (SA), Practice Academic (PA), Scholarly Practitioner (SP), and Instructional Practitioner (IP).

		<i>Sustained Engagement Activities</i>	
		Academic (Research/Scholarly)	Applied/Practice
Initial academic preparation and professional experience	Professional experience, substantial in duration and level of responsibility	Scholarly Practitioner (SP)	Instructional Practitioner (IP)
	Doctoral Degree	Scholarly Academic (SA)	Practice Academic (PA)

— The expectations for the college are: SA \geq 40%; SA+SP+PA \geq 60%, and SA+SP+PA+IP \geq 90%.

— Scholarly Academic (SA) sustains currency and relevance through scholarship and related activities. Normally, SA status is granted to faculty members who earned their terminal degree in a field that is the appropriate initial academic preparation for their teaching assignment.

— Practice Academic (PA) sustains currency and relevance through professional engagement, interaction, and relevant activities. Normally, PA status applies to faculty members who augment their initial preparation as academic scholars with development and engagement activities that involve substantive linkages to practice based on the faculty members' earlier work as an SA faculty member.

— Scholarly Practitioner (SP) sustains currency and relevance through continued professional experience, engagement, or interaction and scholarship related to their professional background and experience. Normally, SP status applies to practitioner faculty members who augment their experience with development and engagement activities involving substantive scholarly activities in their fields of teaching.

— Instructional Practitioner (IP) sustains currency and relevance through continued professional experience and engagement related to their professional backgrounds and experience. Normally, IP status is granted to faculty members who join the faculty with significant and substantive professional experience.

Criteria Definitions:

- Herein initial academic preparation is assessed by earned degrees and other academic credentials. Initial professional experience is assessed by the nature, level, and duration of leadership and management position(s) in the practice of business and/or other types of organizational work.
- Herein sustained academic and professional engagement is combined with initial academic preparation and initial professional experience to maintain and augment qualifications (e.g., currency and relevance in the field of teaching) of a faculty member over time.
- Herein academic engagement reflects faculty scholarly development activities that support integration of relevant, current theory of business and management consistent with the school's mission, expected outcomes, and supporting strategies.
- Herein professional engagement reflects faculty practice-oriented development activities that support integration of relevant, current practice of business and management consistent with the school's mission, expected outcomes, and supporting strategies.
- In general, qualified faculty status applies to faculty members within each category based on their initial academic preparation, initial professional experience, and their sustained academic and professional engagement as described herein.
- The faculty member is responsible for maintaining a portfolio of evidence to support their participation in the qualifying activities for SA, PA, SP, and IP status. Engagement activities must be documented and readily verifiable by the College of Business Faculty Qualifications Committee and the College of Business Administrative Council. To be considered as part of a faculty portfolio, engagement activities must be reported on the faculty members' annual performance documents and included on their curriculum vitae.
- Herein the source of the accepted list of journals and the process for adding new journals to accepted list of journals are presented in the appendix.

II. Scholarly Academic (SA)

A. Initial Academic Preparation:

Normally, a terminal research degree related to the faculty member's field of teaching is the appropriate initial academic preparation for SA status.

In some cases, a terminal research degree in an allied discipline may be considered to meet the initial academic preparation criteria for SA if the faculty member demonstrates active

involvement and currency in the area of teaching responsibility through such activities as successful completion of additional graduate course work, professional certification or licensure, authorship, participation in professional meetings, or other faculty development activities related to the faculty member's teaching responsibilities.

A faculty member who has just completed the doctoral degree is granted SA status for five years following the date of completing the degree. A faculty member who is ABD (all but dissertation) is granted SA status for no more than three years following the date of completing the comprehensive exam or other milestone that places them into the dissertation stage.

Exceptions to these criteria may be made on a case-by-case basis as evaluated by the College of Business Faculty Qualifications Committee and the College of Business Administrative Council relative to the college mission and overall university needs.

B. Sustained Engagement:

Normally, a faculty member meets the sustained engagement activities criteria for SA by satisfying one of the following two (2) conditions:

- 1) Over the previous five years, the faculty member has published at least three (3) articles (one may be accepted for publication and forthcoming with a confirmed date of publication) in journals identified (and rated C or higher) in the college accepted list of journals. One scholarly book published by a reputable publisher may substitute for one journal article.
- 2) Over the previous five years, the faculty member has published at least two (2) articles in journals included (and rated C or higher) in the college accepted list of journals and at least two (2) other intellectual contributions from the list of activities included in Table 1. One scholarly book published by a reputable publisher may substitute for one journal article.

Table 1: Scholarly Activities for SA and SP

- a. Present a paper and/or publish proceedings in a reputable regional, national, or international conference.
- b. Serve on a panel or conduct a workshop at a reputable regional, national, or international conference.
- c. Develop academic software published by a reputable academic enterprise.
- d. Publish a publically available research report based on a grant or sponsored project through a university center or another reputable organization.
- e. Obtain a grant(s) or contract(s) in support of teaching, research, and scholarly activities through a university center or another reputable organization.
- f. Author of a chapter in a book or a textbook published by a reputable publisher.
- g. Author of a scholarly book published by a reputable publisher.
- h. Serve as an editor or co-editor for a reputable academic journal or a scholarly book published by a reputable publisher.
- i. Publish a case study in a reputable case study series.
- j. Serve in a leadership position of a recognized academic society or association.

III. Practice Academic (PA)

A. Initial Academic Preparation:

Normally, the doctoral degree requirements for Practice Academic (PA) are the same as those outlined in the previous section for Scholarly Academic (SA). However, unlike the case of SA status, the PA status is not granted to a faculty member who has just completed the doctoral degree or a faculty member who is classified as ABD.

B. Sustained Engagement Activities:

Normally, a faculty member meets the sustained engagement activities for PA by satisfying one of the following two (2) conditions:

1. Have *significant* contributions in one or more of the engagement categories listed in Table 2 during the most recent five-year period. Engagement activities must be documented annually in a portfolio submitted to and approved by the department chair and the COB Dean's Office.

Table 2: Professional Activities for PA and IP

- a. Consulting activities that are material in terms of time and substance.
- b. Relevant, active service on corporate or non-profit boards of directors.
- c. Significant participation in business professional associations (leadership roles).
- d. Documented continuing professional education experiences (includes acquisition of and regular maintenance of professional certifications or licenses).
- e. Faculty internships.
- f. Professional work (employment).
- g. Invited professional public speaking engagements to reputable business organizations and/or associations.
- h. Production and delivery of substantial professional development activities.
- i. Practice-oriented intellectual contributions.
- j. Other appropriate professional activities as approved by the Faculty Qualifications Committee and the College of Business Chairs Council.

- 2) Hold an administrative position (specifically a Dean, Associate Dean, or Director) and participate in continuing development activities related to the position. Upon relinquishing an administrative position, the faculty member is given PA status for three years to reestablish SA status.

IV. Scholarly Practitioner (SP)

A. Initial Academic and Professional Preparation:

Normally, faculty members identified as SP must meet the minimum standards in both academic and professional preparation prior to employment (prior to the date of hire).

1. Academic Preparation: Faculty members holding SP status will have a non-terminal graduate degree. Non-terminal degrees include master's degree in business or a discipline related to the field of teaching responsibilities. Other professional graduate degrees may be considered if they are relevant to the mission of the College of Business.

In some cases, faculty members without a master's degree may serve as SP if the depth, duration, sophistication, and complexity of their professional experience at the time of hire outweigh their lack of graduate degree. Such cases must further the mission of the college and be validated by the Faculty Qualifications Committee and the College Administrative Council.

2. Professional Preparation: Normally, SP status is granted to faculty members with significant (substantive) professional experience relevant to their primary teaching area. Such experience is defined as professional full-time employment at a level of responsibility (executive, manager, director, or partner). The experience must be current, linked to the field of the teaching, substantial in terms of duration, and appropriate for the course(s) assigned to teach.

In some cases, faculty members with limited professional experience may serve as SP if they have a publically recognized professional expertise (i.e., have significant professional certification and/or licenses such as CPA) awarded by industry-specific organizations or governmental agencies). Faculty members with professionally recognized expertise but without significant professional experience are limited to teaching undergraduate courses.

Exceptions to these criteria may be made on a case-by-case basis as evaluated by the College of Business Faculty Qualifications Committee and the College of Business Administrative Council relative to the college mission and overall university needs.

B. Sustained Engagement Activities:

Normally, a faculty member meets the sustained engagement activities criteria for SP by satisfying one of the following two (2) conditions:

- 1) Over the previous five years, the faculty member has published at least two (2) articles (one may be accepted for publication and forthcoming with a confirmed date of publication) in journals identified (and rated C or higher) in the college accepted list of academic journals. One scholarly book published by a reputable publisher may substitute for one journal article.
- 2) Over the previous five years, the faculty member has published at least one (1) article in a journal identified (and rated C or higher) in the college accepted list of academic journals and at least two (2) other intellectual contributions from the list of activities included in Table 1 above. A scholarly book published by a reputable publisher may substitute for the journal article.

V. Instructional Practitioner (IP)

A. Initial Academic and Professional Preparation:

Normally, the academic and professional requirements for Instructional Practitioner (IP) are the same as those outlined in the section for Scholarly Practitioner (SP).

B. Sustained Engagement Activities:

Normally, a faculty member meets the sustained engagement activities for IP by satisfying one of the following two (2) conditions:

- 1) Have *significant* contributions in one or more of the engagement activities listed in Table 2 (above) and Table 3 (below) during the most recent five-year period. Engagement activities must be documented annually in a portfolio submitted to and approved by the department chair and the COB Dean's Office.

Table 3: Professional Activities for IP
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| <ol style="list-style-type: none">a) Advanced coursework.b) Participation in professional and/or academic conferences.c) Membership in professional organizations. |
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- 2) Hold an administrative position (specifically a Dean, Associate Dean, or Director) and participate in continuing development activities related to the position. Upon relinquishing an administrative position, the faculty member is given IP status for three years to reestablish SP status.

APPENDIX

REQUEST FOR ADDING A JOURNAL TO THE LIST OF ACCEPTED JOURNALS

The accepted list of journals is determined by the College's Faculty Qualifications Committee (FQC). The committee was formed in the Fall Semester of 2014 with a charge that included developing an initial list of accepted journals and determining the appropriate criteria that should be used to modify the journal list. The accepted list of journals is available on the College website. The list will not apply to journal articles published or accepted for publication before September 1, 2015.

The source for the initial accepted list of journals includes journals that are included in at least one of the following two externally validated accepted journal lists:

- The Australian Business Deans Council (ABDC) journal list; and
- The International Guide to Academic Journal Quality list.

Faculty members may request the addition of other journals to the list of accepted journals, but the final decision as to whether the journal is added to the accepted list lies with the FQC. The faculty member requesting the journal addition should provide the FQC with a hard copy (wherever possible) and/or the internet address (where electronic) of the journal. The FQC also requires the faculty member requesting the addition to supply the following information, which will be used to evaluate journal additions:

1. **Acceptance Rate:** Journal acceptance rate is a necessary but insufficient condition for a journal to be accepted. Journal acceptance rate of 30% or less is applied first to determine whether a journal is eligible for inclusion in the accepted list of journals. *If the acceptance rate criterion is satisfied, the journal will then be evaluated on the basis of the remaining criteria.*

Acceptance rates are normally obtained from Cabell Publishing Inc. (www.cabells.com). However, if the published acceptance rate appears to be stated in error, the acceptance rate for the journal can be obtained from the journal editor (documentation is required), or from acceptance rate statistics published in the journal itself.*

2. **Impact Factor:** The impact factor of the journal must be comparable with journals currently on the College's list of accepted journals. In general, the *five-year average* will be used as published in the "web of science."
3. **Peer-reviewed journal published rankings** of journals indicating that the journal should be an accepted journal for its discipline. Sub-discipline lists of journals will not be used. For example, the committee relies on published rankings of accounting journals instead of rankings of the sub-discipline of auditing journals.
4. **Other university journals' list** indicating that the journal should be accepted. Only lists from schools that grant doctoral business degrees and/or aspiration schools may be used. This list should be available via the internet, or a signed letter from the department head, associate dean, or dean should be provided as supporting documentation to justify the acceptance of the journal.

5. **Editorial Board/ Author Affiliations / Publisher:** The committee considers the reputation of the editorial board members and their university affiliation, the university affiliation of the authors that have published articles in the journal (at least the last two issues will be examined), and the quality of the publisher of the journal.

Revision and Update Cycle:

The requests for adding new journals in the accepted list of journals are evaluated by the committee twice a year (end of March & October) and will be effective upon approval. The College accepted list of journals will be revised and updated once every 3 years. The next review cycle is scheduled for the Fall Semester of 2018.

*Exceptions (such as newly published journals) will be evaluated by the FQC on a case-by-case basis.

[See COB 05.FOR.03 Request For Adding A Journal To The List Of Accepted Journals.](#)