

Criteria for determination of academic/professional qualifications

Faculty in the College shall be either academically or professionally qualified as defined below.

Academically Qualified Faculty

1. An academically qualified person must hold a terminal degree in the discipline from an AACSB accredited school that was awarded in the last 60 months OR an academically qualified person must hold a terminal degree that was awarded more than 60 months ago and meets the intellectual contribution requirement for promotion and tenure as defined below in 2.

A person who holds a terminal degree from other than an AACSB accredited school may be academically qualified as approved by the Dean. This classification status made by the Dean is final and not subject to appeal by the person or the Area Coordinator.

2. Minimum intellectual contribution requirements – in a five-year period:
 - a. Major contributing author on two (2) articles in field in academic, professional, or pedagogical journals (all works should be peer reviewed and publicly available) **and**
 - b. Any combination of three (3) of the following intellectual contributions:
 - monographs,
 - scholarly books,
 - textbooks,
 - papers presented at academic or professional meetings and/or proceedings from scholarly meetings.
 - publicly available research working papers
 - papers presented at faculty research seminars,
 - publications in trade journals
 - published and disseminated book reviews,
 - written cases with instructional materials,
 - other publicly available materials describing the design and implementation of new curricula or courses that are attributed to the faculty member as author,
 - a significant consulting project whose results are publicly available,
 - a significant research grant (at least \$10,000) from which articles or professional presentations are anticipated.

Exception:

Faculty who are ABD will be considered academically qualified if they are completing their first year of service up to three (3) years. Upon completion of the doctorate, a faculty member can be considered academically qualified for up to five (5) years

In short, AQ faculty members must have terminal degree (Ph.D., D.B.A., or J.D.) appropriate to their discipline, are expected to maintain intellectual capital through regular intellectual contributions, and are expected to continuously improve instructional programs and innovate in instructional processes.

Professionally Qualified

Both relevant academic preparation and professional experience are required to establish a faculty member as professionally qualified. Faculty members will be considered professionally qualified provided they possess:

At a minimum, a masters degree and 10 years of work experience in the field in which they will be teaching at a high level of responsibility at the time of hiring and:

1. are currently working full-time in a business with job responsibilities related to the field in which they are teaching, or
2. have completed a portfolio of professional development activities during the most recent five-year period that is sufficient to maintain currency relevant to their teaching field.

Appropriate professional development activities include but are not limited to: serving as a speaker or discussant in faculty seminars, panel discussions, or professional meetings; serving on editorial review boards; delivering executive education seminars; maintaining an active consulting practice; presenting papers at professional meetings; writing textbooks; publishing in relevant trade/practitioner outlets; authoring documents that are widely disseminated; obtaining new (and appropriate) professional certification; maintaining professional certifications; participating in management development programs; and serving on boards of directors.

Professional development activities must be documented and provided to the area coordinator on an annual basis. Professionally qualified full-time faculty are required to meet the requirements of academically qualified faculty (see above) and portfolio documentation should be provided in the context of the annual faculty performance evaluation.

Qualifying professional development activities must be significant and relevant to the teaching field. A committee comprised of the Dean and area coordinators will review, evaluate and approve/disapprove the initial designation of Professionally Qualified for any faculty member. In subsequent years, the committee will meet to assure that only significant and relevant professional development activities are being used by faculty to maintain their PQ status. To remain professionally qualified, part-time faculty must remain employed in the field in which they are teaching and portfolio documentation should be submitted to the area coordinator on an annual basis.

In summary, PQ faculty members must have a master's degree and professional experience at the time of hiring that is significant in duration and level or responsibility and consistent with the area of teaching responsibilities. They must engage in continuous development activities that demonstrate the maintenance of intellectual and professional capital, and are expected to continuously improve instructional programs and innovate in instructional processes.

Participating and Supporting Faculty: The COB has defined Participating Faculty as those members who are directly involved in faculty issues, have membership on faculty committees, attend faculty meetings, maintain regular office and classroom hours, advise students, and participate in teaching each semester. Supporting Faculty typically have little or no responsibility beyond teaching. Almost all COB faculty are fully participating.

Intellectual Contributions: As mentioned, the expectations as to demonstration of intellectual and professional capital consist of maintaining a minimum of 5 intellectual contributions over a rolling five-year period. These 5 intellectual contributions consist of at least 2 peer-reviewed publications and 3 "other" items. The category of "peer-reviewed" is taken to mean that a board or editorial review process

has taken place before the publication appears in either paper or electronic print. Any publication is expected to have high quality and advance knowledge within the field of business. The COB does not distinguish between editorial or review boards nor maintain rankings as to the acceptability of peer-reviewed publications. Furthermore, the COB does not generally distinguish between single-authored and co-authored contributions in terms of maintenance of academic qualifications although this distinction could be of importance in achieving higher ranks. Generally, peer reviewed publications are expected to appear in *Cabell's* listing of periodicals, but could include books or portions of books. The other three items could include the items listed above and/or other activities approved in a meeting between the faculty member and the dean. The COB does not distinguish between requirements for faculty and administrators in terms of remaining academically qualified through scholarly and professional activities.

Intellectual contributions can be discipline-based (adding to the theory and knowledge of the discipline), practice-based (influencing the professional practice in the teaching field), or pedagogical-based (contributing to the teaching-learning activities of the school). The COB expects the preponderance of faculty research to be in the practice- or pedagogically-based areas, but would fully accept discipline-based research as satisfying a faculty member's responsibility to keep intellectually active.