

## AACSB-Related Policies for Faculty Qualification and Sufficiency

### Faculty Qualifications

The Hunt College of Business (Hunt) is committed to maintaining a highly qualified faculty to accomplish its mission. To achieve this end, faculty skills should ideally reflect a mix of outstanding academic preparation, intellectual contributions, and professional achievement. The following standards are used to determine whether a faculty member meets and maintains the minimum Hunt standards of academic and/or professional qualification.

In keeping with AACSB standards, all faculty (tenured, tenure track, non-tenure track, adjunct, and graduate students who teach) are categorized into one of five categories: Scholarly Academic (SA); Practice Academic (PA); Scholarly Practitioner (SP); Instructional Practitioner (IP); or Additional (A). The criteria for classifying faculty members in Hunt are specified in this document. A faculty member must meet the specified criteria to achieve a specific qualification and then must undertake sufficient activities to maintain qualification over a six-year accreditation cycle, with such activities documented by both the faculty member and the Department Chair.

Regardless of a faculty member's classification, it should be emphasized that maintenance of qualifications represents a minimum baseline and does not necessarily signify performance levels required for continuation of employment, renewal of contract, satisfactory annual performance evaluation, or the granting of tenure or promotion.

The required criteria for achieving qualification and the activities necessary to maintain that qualification are outlined in this document.

### Scholarly Academic (SA) Faculty

**Achieving Scholarly Academic Qualification:** Upon being hired, a faculty member will be qualified as a scholarly academic (SA) if the faculty member meets one of the following criteria:

- The faculty member has completed a terminal degree in a field directly related to the faculty member's area of teaching within the five years prior to hire.
- The faculty member holds a terminal degree that is more than five years old in a field directly related to the faculty member's area of teaching. In the most recent six years, the faculty member engaged in activities and produced intellectual contributions that would have allowed that faculty member to maintain SA status if the faculty member had been subject to the College's faculty qualification and sufficiency guidelines.
- A faculty member with a terminal degree not directly related to the faculty member's field of teaching may be considered an SA, subject to review and approval by the College's Executive Committee. In keeping with AACSB Business Standard 3, "Additional terminal degrees may also be appropriate for SA status when the degree is closely related to the field of teaching and the faculty member sustains currency through scholarly activities in that field consistent with this standard."

**Maintaining Academic Qualification:** Once hired, a faculty member demonstrates maintenance of scholarly academic qualification through significant intellectual contributions. SA faculty members maintain their SA qualification through one of the following paths:

- A faculty member is classified as SA for three years after entering ABD status as a Ph.D. student.
- A faculty member is classified as SA for five years after completion of the faculty member's Ph.D.

- If a faculty member's Ph.D. is older than 5 years, the faculty member must have published three peer-reviewed journal articles within the last six years from the ABDC journal list, with at least one of these publications designated as Category A or above in the ABDC journal list.
- A non-tenure track faculty member whose primary focus is on teaching and whose Ph.D. is older than five years is classified as SA when they have published two peer-reviewed journal articles in publications that are in the ABDC list within the last six years.

### **Practice Academic (PA) Faculty**

**Achieving Practice Academic Qualification:** A faculty member may be qualified as a practice academic (PA) if the faculty member meets one of the following criteria:

- The faculty member holds a terminal degree that is more than five years old in a field directly related to the faculty member's area of teaching. In the most recent six years, the faculty member engaged in activities and produced professional contributions that would have allowed that faculty member to maintain PA status if the faculty member had been subject to Hunt faculty qualification and sufficiency guidelines.
- A faculty member who has a terminal degree that is not directly related to the faculty member's field of teaching may be considered SA, subject to review and approval by the College's Executive Committee. In keeping with AACSB Business Standard 3, "Additional terminal degrees may also be appropriate for PA status when the degree is closely related to the field of teaching and the faculty member sustains currency through practice activities in that field consistent with this standard."

**Maintaining Practice Academic Qualification:** A faculty member demonstrates maintenance of practice academic qualification through significant practice-related contributions. In order to maintain a PA qualification, a faculty member must have undertaken significant practice-related activities during the last six years. Examples of practice-related activities are listed in Appendix 1.

### **Scholarly Practitioner (SP) Faculty**

**Achieving Scholarly Practitioner Qualification:** Upon being hired, a faculty member will be considered to be a scholarly practitioner (SP) if the faculty member meets both of the following criteria:

- The faculty member possesses a master's degree in a field directly related to the faculty member's area of teaching responsibilities; and
- At the time the faculty member is hired, the faculty member has professional experience that is current, significant in duration and level of responsibility, and is directly related to the field in which the faculty member is expected to teach. In the most recent six years, the faculty member engaged in activities and produced contributions that would have allowed that faculty member to maintain SP status if the faculty member had been subject to Hunt faculty qualification and sufficiency guidelines.
- A faculty member who does not have a masters degree may be considered SP subject to review and approval by the College's Executive Committee, in keeping with AACSB Business Standard 3, "In limited cases, SP status may be appropriate for individuals without master's degrees if the depth, duration, sophistication, and complexity of their professional experience at the time of hiring outweighs their lack of master's degree qualifications."

**Maintaining Scholarly Practitioner Qualification:** Once hired, a faculty member demonstrates maintenance of scholarly practitioner qualification through significant intellectual contributions. An SP

faculty member maintains SP qualification if he/she has published one peer-reviewed article or conference proceeding within the last six years or performed additional significant scholarly-related activities during this period. Examples of scholarly-related activities are listed in Appendix 2.

### **Instructional Practitioner (IP) Faculty**

**Achieving Instructional Practitioner Qualification:** Upon being hired, a faculty member will be considered to be an instructional practitioner (IP) if the faculty member meets the following criteria:

- The faculty member possesses a master's degree in a field directly related to the faculty member's area of teaching responsibilities; and
- At the time the faculty member is hired, the faculty member has professional experience that is current, significant in duration and level of responsibility, and is directly related to the field in which the faculty member is expected to teach.
- A faculty member who does not have a masters degree may be considered IP subject to review and approval by the College's Executive Committee, in keeping with AACSB Business Standard 3, "In limited cases, IP status may be appropriate for individuals without master's degrees if the depth, duration, sophistication, and complexity of their professional experience at the time of hiring outweighs their lack of master's degree qualifications."

**Maintaining Instructional Practitioner Qualification:** A faculty member demonstrates maintenance of instructional practitioner qualification through significant practice-related contributions. In order to maintain IP qualification, a faculty member must have performed significant practice-related activities within the last six years. Examples of practice-related activities are listed in Appendix 1.

## **Faculty Sufficiency**

AACSB Standard 3 requires that faculty be sufficient in number and presence to perform or oversee the development of curriculum and courses; deliver courses; conduct assurance of learning activities; and participate in other activities that support the school's instructional mission. To this end, 75 percent of student credit hours must be taught by faculty who are "participating". A participating faculty member "actively and deeply engages in the activities of the school in matters beyond direct teaching responsibilities". Participating faculty members may be full- or part-time. They may be tenured, **tenure** track, non-tenure track, or adjunct faculty. In accordance with AACSB Standard 3, disciplines are defined by the school in the context of its mission. We define disciplines by their alignment with degree programs and/or majors offered. Doctoral students may not be classified as participating until they are classified as SA, following completion of comprehensive exams. For purposes of the Hunt categorization, a faculty member will be considered to be participating if the faculty member engages at significant levels in activities such as:

### **Research, Grants, and Authorship**

- Engages in research or other authoring activities (e.g., books or instructional software) with other Hunt faculty or students
- Works on grants with other Hunt faculty or students

### **Interaction with Students**

- Directs student groups or organizations
- Serves as a curriculum advisor or coordinator of a master's or Ph.D. program or otherwise conducts student advising
- Participates in dissertation committees
- Directs honors theses or master's theses for Hunt students
- Participates in recruitment or mentoring of students (undergraduate or graduate)
- Directs extracurricular activities (e.g., student clubs or events)
- Serves as a coach or judge for Hunt student teams involved in business-related competitions
- Conducts regular office hours and otherwise interacts with students outside of class
- Participates in Hunt study-abroad activities
- Attends important student-related events (e.g., graduations, award banquets, receptions)

### **Participation in college and/or departmental events**

- Attends college or departmental research seminars
- Attends college or departmental symposiums or conferences
- Attends college-wide or departmental meetings
- Participates in Hunt or departmental committees
- Participates in course and/or curriculum development
- Participates in assessment (assurance of learning) activities
- Participates in the recruitment of faculty
- Serves in a college administrative role

### **Representing Hunt**

- Represents the Hunt on a university committee
- Represents the Hunt at research conferences

**Faculty Sufficiency Thresholds**

Normally, participating faculty members will deliver at least 75 percent of the school's teaching globally (i.e., across the entire accredited unit); participating faculty members will deliver at least 60 percent of the teaching within each discipline.

**Qualification and Sufficiency Subcommittee**

The Qualification and Sufficiency subcommittee consists of academic members of the Executive Committee. This Qualification and Sufficiency (Q&S) subcommittee will review cases where there may be some ambiguity about a faculty member's qualification or sufficiency and make a final determination as to what that qualification or sufficiency status should be.

**Administrators**

Individuals who serve as deans, associate deans, and department chairs are held to the same classification standards as regular faculty members.

**Processes**

As part of the annual review of each faculty member's portfolio of teaching, research, and service, they must report and defend the quality of the activities in each category. In addition, they must defend their faculty status (qualification and sufficiency). Department chairs confirm the quality of the activities and faculty status each year during the annual performance review.

For new hires (full-time, part-time, and faculty members on one-year contracts), candidates and the relevant department chairs are responsible for determining faculty status prior to extending offers.

**Appendix 1.**  
**Examples of Practice Related Activities**

- Publication of an article in a national or international journal or magazine with a significant practice audience
- Publication of a practice-related newsletter with at least regional distribution
- One year as editor or co-editor of a practitioner journal or magazine
- Two years as associate editor or on the editorial board of a practitioner journal or magazine
- Employment in a practice area closely related to the area of teaching
- Consulting and/or conducting a research project for a business, nonprofit, government agency, or economic development agency
- Board membership on a board of directors of a company or nonprofit organization
- Faculty internships
- Leadership roles in a practice-related organization, e.g., American Institute of Certified Public Accountants (AICPA), Association of Certified Fraud Examiners (ACFE)
- Delivery of executive education, CPE, invited speeches, and/or training for business or trade groups
- Obtaining/maintaining a new license or certification
- For an individual who holds a professional license or certification (e.g., CPA)--eight hours at practice-related conferences other than or in addition to that needed to maintain a license or certification
- For an individual who does not hold a professional license or certification, practice-related conference attendance
- Receipt of practice-related grants

## **Appendix 2.**

### **Examples of Scholarly Related Activities**

- Publication of a paper in a peer-reviewed academic journal
- Publication of a scholarly book
- Publication of a business case with instructional material
- Chapter in a scholarly compendium
- Publication of an edited volume
- Publication of a paper in peer-reviewed conference proceedings
- Research monograph
- Public policy analysis on behalf of the university
- Final written report on a significant, funded research project
- Article in a national or international magazine or non-peer-reviewed journal
- Book review in an academic or practitioner journal
- Authorship of a significant grant proposal
- Completing a research-based learning project with a company, governmental entity, or non-profit.
- Presentation of paper at a regional, national, or international conference
- Presentation of paper at external workshop
- Serve as reviewer for an academic research journal
- Service as a journal editor or co-editor for a discipline-based or pedagogical journal
- Service as an associate editor or member of a journal editorial board for a discipline-based or pedagogical journal
- Service in a leadership position in a regional, national, or international academic organization
- Service as special editor at an academic conference
- Receipt of a non-Hunt Business competitive research award
- Receipt of a grant
- Receipt of a patent award