

**COLLEGE OF BUSINESS AND INNOVATION
THE UNIVERSITY OF TOLEDO
DETERMINATION OF AACSB FACULTY QUALIFICATIONS**

SCHOLARLY ACADEMIC

- a. Faculty members teaching doctoral level courses must be scholarly academic (SA) per the following criteria:
 - a) The faculty member must have Graduate Faculty membership (Associate or full). Dissertation chairs must be Full members of the Graduate Faculty, while Co-chairs can be of Associate Graduate Faculty status; and,
 - b) Must have a terminal business degree or Ph.D. or JD degrees with substantial record of research in the area of teaching; and,
 - c) At least 3 quality, refereed journal articles, and ongoing scholarly activity in areas related to teaching during the last 5 years. Quality articles can be demonstrated by quality of academic journals, use of work in doctoral seminars or textbooks, resulting grants, awards and invited visits, high citation counts, and so on.
 - d) In addition, refereed proceedings, presentations at academic conferences, contributions to monographs, editorships, referees, ERBs, and other relevant scholarly activities, during the past 5 years, are expected of faculty teaching at the Ph. D. level. See Appendix for additional Academic Engagement Activities.
 - e) Faculty holding administrative appointments such as Dept. Chairs, Associate Dean, and Dean and quasi administrative appointments such as institute or center directors can satisfy the requirements of item 1, if they are close to meeting the criteria in 1(c) and 1 (d) (meet at least two-thirds), and engage in any of the following:
 - Provide oversight of Ph. D curriculum committee.
 - Actively participate in Ph. D curriculum development
 - Ph. D student and junior faculty mentoring
 - Review of faculty intellectual contributions
 - Active participation in organizing academic conferences
 - Program track chair in academic conferences
 - Other professional development activities with positive impact on the Ph. D. program.
- b. Faculty members teaching at the Master's or undergraduate level (1000-6000 level courses) in the college shall be deemed scholarly academics (SA) per the following criteria:
 - a. Must have a terminal business degree or Ph. D. or JD degrees with substantial record of research in the area of teaching; and,
 - b. At least 2 quality, refereed journal articles and ongoing scholarly activity in areas related to teaching in the period under review, and in addition, refereed proceedings, presentations at academic conferences, contributions to monographs, editorships, referees, ERBs, and other relevant scholarly activities are expected of faculty teaching at the 6000 level, if they have only the minimum (two refereed articles) in the past 5 years. See Appendix for additional Academic Engagement Activities. Quality articles can be demonstrated by

quality of academic journals, use of work in doctoral seminars or textbooks, resulting grants, awards and invited visits, high citation counts, and so on.

- c. Faculty holding administrative appointments such as Dept. Chairs, Associate Dean, and Dean and quasi administrative appointments such as institute or center directors can satisfy the requirements of item 2, if they are close to meeting the criteria in 2(b) and engage in any two of the following:
 - Provide oversight of MBA, MSA, or Ph. D curriculum committee.
 - Actively participate in MBA and/or MSA curriculum development
 - MBA/MSA student and junior faculty mentoring
 - Review of faculty intellectual contributions
 - Active participation in organizing academic or practitioner conferences
 - Other professional development activities with positive impact on the MBA or MSA program.
- d. Full time faculty members must have Graduate Faculty membership to teach at the masters (6000) level (Associate or full). Adjunct and part-time faculty members, visiting instructors/lecturers are not required to meet 2(a) above in order to be qualified as SA for Master's level teaching (6000 level courses).

PRACTICING ACADEMIC

Faculty members teaching in the masters and undergraduate programs in the college shall be considered practicing academic (PA) per the following criteria:

1. At one point in time would have met COBI's criteria for classification as scholarly academic (SA), and
2. Has published at least one refereed article, in such outlets as:
 - a. Invited academic journals,
 - b. Practical or trade journals or magazines,
 - c. Pedagogical journals
 - d. Scholarly journals

AND

3. Has at least one (1) additional refereed journal article OR has completed at least four (4) activities, of which at least one (1) must be a Professional Engagement (PE) activity, and at least one (1) Academic Engagement activity. (See Appendix).

Per the AACSB 2013 Standards, department chairs, deans, associate deans who are no longer SA may be designated PA throughout their administrative tenure, and will be designated PA for an additional **two** years after stepping down from this role in order that they have sufficient time to reinvigorate their research programs and regain the SA status.

SCHOLARLY PRACTITIONER

Original Preparation for SP Qualification

A faculty member is considered to have appropriate original preparation for SP qualification if he or she satisfies the following requirements:

- 1) A Master's degree (or higher) in the business field of the faculty member's instructional responsibilities, or a Master's degree (or higher) and a minimum of 18 graduate hours in the faculty member's area of instruction; AND
- 2) Professional experience relevant to the faculty member's instructional responsibilities. To be sufficient, the experience must consist of either:
 - a) at least 5 years of full-time professional experience, with experience at a level higher than an entry-level position, OR
 - b) at least 3 years of full-time professional experience, and a certification or professional license from a recognized national/international organization or from appropriate government authorities in the field. OR
 - c) at least 5 years of part-time professional experience, and an active certification or professional license from a recognized national/international organization or from appropriate government authorities in the field. In the absence of a certification for any discipline, substantial responsibilities in managing or operating a business should replace the certification requirement.

AND

- d) The full-time professional work experience should have ended no more than 5 years prior to the time of originally being hired to teach. The part-time professional experience should have been sustained in the instructor's teaching field. The full and part-time professional experience should be at a level higher than an entry level position.
3. Has published at least **one refereed article**, in such outlets as:
- i. Invited academic journals,
 - ii. Practical or trade journals or magazines,
 - iii. Pedagogical journals
 - iv. Scholarly journals

OR has published an academic textbook, which has been adopted by more than one university and is not self-published.

AND

Has at least one (1) additional refereed journal article OR has completed at least four (4) activities, of which at least one (1) must be a Professional Engagement (PE) activity, and at least one (1) Academic Engagement activity. (See Appendix)

Maintenance of SP Qualification

A faculty member that meets the original preparation for SP qualification, will maintain SP qualification if, over the most recent five-year period, he or she has

1. Continued to engage in professional employment relevant to his/her instructional responsibilities. Alternatively, over the most recent five-year period, he or she has completed at least four (4) Activities, at least three (3) of which are Professional Engagement (PE) activities, as described in the Appendix.
2. Meet the requirements in points 3 and 4 above.

Review of the SP maintenance publications and criteria should be conducted by the Department Chair annually. It is possible for a lecturer to move back and forth between SP and IP.

INSTRUCTION PRACTITIONER

A faculty member is considered to have original Instruction Practitioner (IP) status if he or she satisfies the following:

- 1) A Master's degree or higher in the business field of the faculty member's instructional responsibilities from an accredited institution AND a minimum of 9 graduate hours in the faculty member's area of instruction;

AND

- 2) Professional experience relevant to the faculty member's instructional responsibilities. To be sufficient, the experience must consist of either:
 - a. At least 5 years of full-time professional experience, with experience at a higher level than an entry-level position, OR
 - b. At least 3 years of full-time professional experience, and a certification or professional license from a recognized national/international organization or from appropriate government authorities in the field, with experience at a level higher than an entry-level position;

OR

- 3) Professional experience that includes at least 5 years of executive experience (e.g. CEO, COO, CTO, CFO, and CIO) with certification or professional license from a recognized national/international organization or from appropriate government authorities in the field of the faculty member's instructional responsibilities.

The full-time professional work or executive experience should have ended no more than 3 years prior to the time of originally being hired to teach.

Maintenance of IP

A faculty member who continues to engage in full-time professional employment relevant to his/her instructional responsibilities automatically maintains IP status. Alternatively, a faculty member can maintain IP status if, over the most recent five-year period, he or she has completed at least four (4) Activities, at least three (3) of which are Professional Engagement (PE) activities, as described in the Appendix.

APPENDIX FOR ACADEMIC ENGAGEMENT AND PROFESSIONAL ENGAGEMENT WORK REQUIREMENTS

Academic Engagement (AE) Activities Include¹:

1. Completion of a publicly available research report from a funded grant proposal
2. Published chapter in a peer-reviewed scholarly book
3. Non peer-reviewed article for a nationally-recognized academic or practitioner journal
4. Presentation of a paper at an academic meeting (regional, national, or international meeting or conference)
5. Published proceedings from a scholarly meeting²
6. Published textbook
7. Publication of textbook supplement (e.g., solutions manual, test bank, instructors manual)
8. Published research monograph
9. Presentations of papers at external (non-UT) faculty research seminars
10. Widely adopted written cases with instructional materials
11. Development of widely adopted instructional software
12. Editorship with an academic journal
13. Service on the editorial board of an academic journal
14. Election or appointment to a leadership position in an academic society or association
15. External (to UT) research award (e.g., Best Paper Award)
16. Awarded a grant of \$10,000 or more from outside the college
17. Serve on an external grant review team
18. Significant course development/redesign
19. Other comparable academic efforts

Professional Engagement (PE) Activities Include³:

1. Consulting activities related to the faculty member's instructional field that are material in terms of time and substance
2. Deliver invited professional speeches for regional, national, or international professional organizations to sizable audiences
3. Presentations of papers at regional, national, or international professional meetings
4. Publications in trade journals
5. Non peer-reviewed article for a nationally-recognized practitioner journal
6. Full-time faculty internship in a professional work environment related to the faculty member's instructional field
7. Development and presentation of executive education programs
8. Sustained professional work experience in the instructor's teaching field
9. Significant participation in business professional associations and societies
10. Relevant, active service on boards of directors

¹ Each AE item can be repeated and counted as an activity each time, except that one year of service counts as one engagement activity for each of AE items 11, 12, and 13.

² A single paper presented at an academic meeting (AE #4) and also published in the proceedings of that meeting (AE #5) counts as a single (one) engagement activity.

³ Each PE item can be repeated and counted as an activity each time, except that one year of service counts as one engagement activity for each of PE items 1, 7, 8, 9, 10, 11, and 13.

11. Documented continuing education relevant to the instructor's professional discipline
12. Earning a (new) professional certification in the instructor's area of teaching
13. Serve in an administrative role at the department, college, or university level in which the administrative duties performed are related to the faculty member's field. The administrative role must be equivalent to at least a quarter-time assignment.
14. Serve on an AACSB peer review team
15. Appear as an expert in the media
16. Significant documented media hits or levels of readership (or numbers of downloads) for publications related to area of teaching
17. Other comparable professional activity

Consideration of Other Situations

On rare occasions, other academic or professional engagement activities not described in the above sections may be considered to count as AEs or PEs by the Department Chair, in consultation with the Dean. The Dean must agree that the nature, quality, and appropriateness of the activity are sufficiently strong to allow deviations from the sections above. Supporting documentation of the Dean's review process is required.