

**MSU Denver**  
**College of Business**  
**Policy on Faculty Qualifications**

**Approval Dates**

**Policy Review Committee Recommendation date: 10/17/2018**

**Faculty poll date closed: 12/11/2018**

**Chair and Dean approval date: 1/30/2019**

**Chair and Dean modified date: 5-28-20**

**Implementation Date: 1/30/2019**

**Next review date (period): 1/2024**

**Date previously implemented: February 2017**

- 1. Purpose.** The faculty of the College of Business adopt the following policy guidelines to maintain a faculty complement within the College of Business that provides students access to qualified faculty across all programs, disciplines, locations, and delivery modes. These guidelines are consistent with the current (2013) standards from the Association to Advance Collegiate Schools of Business (AACSB) International regarding faculty qualifications.
- 2. Applicability.** This policy is applicable to all faculty assigned instructional responsibilities within the College of Business, as well as the Dean, Associate Deans and Institute, Center, or program Directors.
- 3. Definition of Faculty Categories.** The College of Business adopts the AACSB definition of categories of business faculty in order to facilitate the management of faculty resources.

AACSB specifies four categories of faculty qualification: (1) Scholarly Academics, (2) Practice Academics, (3) Scholarly Practitioners, and (4) Instructional Practitioners. Faculty assigned teaching responsibilities within the College of Business should be in one of these four categories [see reference 1, Section 2, Standard 15]. A faculty member who cannot be considered as belonging to any one of the above four categories, is considered to be "Other". Qualifications are determined based on initial academic or professional preparation and sustained engagement activities.

**a. Scholarly Academic (SA).**

- i. Initial Academic Preparation** Faculty members are considered having met the criteria for initial academic preparation if they meet one of the following
  1. Research based Doctoral degree (or ABD) is in the discipline in which the individual teaches.
  2. Doctoral degree is outside of the primary teaching discipline but individual has sufficient academic and/or professional preparation for instructional responsibilities.

3. Individuals with a graduate degree in law will be considered to have the appropriate initial academic preparation for teaching in the area of business law.
4. A graduate degree in taxation or a combination of a graduate degrees in law and accounting will be considered the appropriate initial preparation for teaching in the area of taxation.

ii. **Sustained Engagement Activities**

1. Faculty members that are ABD will be considered SA for three calendar years from the time they defended their dissertation proposal. Documentation of initial dissertation defense must be provided.
2. Faculty members that have completed their initial academic preparation will be considered SA for five calendar years from the time they completed their terminal degree.
3. If more than five years out from their terminal degree completion, faculty members will be considered SA if they have a total of
  - a. SA requirements for 1/1/2017 through 12/31/2019
    - i. Five intellectual or scholarly contributions during a five-year period. The review period is determined using a calendar year. See list of intellectual and scholarly activities attached as appendix A.
    - ii. Three must be intellectual contributions of which one must be an article in a preferred peer reviewed journal (PRJ), see appendix B for minimum requirements to be considered a preferred journal or outlet
    - iii. At least two contributions must be within the most recent two-year period.
  - b. SA requirements to begin 1/1/2020
    - i. Five intellectual or scholarly contributions during a five-year period. The review period is determined using a calendar year. See list of intellectual and scholarly activities attached as appendix A.
    - ii. Three must be intellectual contributions of which two are articles in a preferred PRJ, see appendix B for minimum requirements to be considered a preferred journal or outlet.
      1. At least one PRJ should be a double-blind peer reviewed listed in Cabell's with an acceptance rate of 60% or lower (or)
      2. on the Australian Business Deans Council list (ABDC)
    - iii. At least two contributions must be within the most recent two-year period. Modified 5-28-20 to require one activity in the past two years for 2020 and 2021, see appendix C.
  - c. SA requirements to begin 1/1/2023

- i. Five intellectual or scholarly contributions during a five-year period. The review period is determined using a calendar year. See list of intellectual and scholarly activities attached as appendix A.
- ii. Three must be intellectual contributions of which two are articles in a preferred PRJ, see appendix B for minimum requirements to be considered a preferred journal or outlet.
  - 1. At least two PRJs should be a double-blind peer reviewed listed in Cabell's with an acceptance rate of 50% or lower (or)
  - 2. on the Australian Business Deans Council list (ABDC)
- iii. At least two contributions must be within the most recent two-year period.

**b. Practice Academic (PA).**

**i. Initial Academic Preparation**

- 1. Is the same as for determining initial academic preparation for classification as SA, see above 3.a.

**ii. Sustained Engagement Activities**

- 1. Faculty members or administrators (deans, chairs and directors) that are currently SA will develop a PA Plan with their department chair that is reviewed and approved by the Dean. A Dean seeking classification as PA will have their plan prepared in consultation with the department chairs and associate deans and approved by the Office of the Provost.
- 2. The plan will include, intellectual, scholarly and professional engagement activities and criteria to be applied to a five-year review period. In that five-year review period, faculty and administrators will be considered PA if they meet the criteria developed within the plan.
- 3. Typically, a five-year plan will include the following elements:
  - a. Five intellectual, scholarly or professional engagement contributions during a five-year period. The review period is determined using a calendar year. See list of intellectual, scholarly and professional engagement contributions attached as Appendix A. Normally, at least one contribution must be an article in a preferred PRJ, see appendix B for minimum requirements to be considered a preferred journal or outlet. The PRJ contribution may be in a trade or practitioner journal.
  - b. The PA Plan will list contribution expectations that are substantial in nature and that include expected outcomes that document proof to show that the intellectual, scholarly or professional activities undertaken involved the application of knowledge and theory in a professional setting and will be material in time and substance and are directly related and relevant to the

enhancement in the faculty member's primary teaching area or if an administrator or chair their primary area of responsibility. It is the faculty or administrative member's responsibility to provide the required documentation for all required activities.

- c. Examples of intellectual, scholarly and professional engagement contributions to retain PA status include, but are not limited to the list provided in Appendix A.

**c. Scholarly Practitioner (SP).**

**i. Initial Academic and Professional Preparation**

1. Completion of at least a Master's degree in the field in which a faculty member is assigned to teach and professional experience that is current at the time of hire and that has been substantial in terms of duration and level of responsibility and clearly links to the field in which the faculty member is expected to teach.
2. Normally to be considered substantial in duration and of a significant level of responsibility, the professional work experience shall have occurred over a period no less than ten consecutive years and has resulted in accomplishing increased levels of responsibility such that at a minimum the experience has included supervisory experiences. Work experience is current at the time of hire. Exceptions must be approved by the Dean based on specific qualifications of the individual, time of hire, and/or departmental need.
3. If the Master's degree is outside the field in which the faculty member is assigned to teach, there is an increased expectation for substantial professional work experience in the discipline.

**ii. Sustained Engagement Activities**

1. College expectations regarding scholarship, maintaining efforts to continue professional development for their specialty and how it is applied in practice are the same as the expectations for faculty to maintain SA [see above 3.a.ii, 3a and 3b]. In addition,
  - a. SP faculty may also consider publications in trade and practitioner-oriented journals.
  - b. Trade and practitioner-oriented outlets should follow the process for seeking approval from the department as a preferred journal prior to submission.

**d. Instructional Practitioner (IP).**

**i. Initial Academic and Professional Preparation**

1. Same as the Initial Academic and Professional Preparation for SP, see above 3.C.i.

**ii. Sustained Engagement Activities**

1. Faculty members that continue working full-time in the same or similar professional work that qualified them as IP will continue to qualify as IP.
  2. Faculty members that are working part-time in the same or similar professional work that qualified them as IP will continue to qualify as IP.
  3. Faculty members that are working exclusively in an academic position must develop an IP Maintenance Plan.
    - a. An IP Maintenance Plan typically includes five intellectual, scholarly or professional engagement contributions to validate practitioner status. These activities will be identified in consultation with their department chair and approved by the dean. The timeframe for the activities to be undertaken will align with the faculty member's contract. The plan will be structured such that the faculty member will maintain and be classified as IP during the duration of their contract. All activities over a rolling five-year period, including activities and professional experiences prior to joining the university, will be considered when determining classification as IP.
    - b. The IP Maintenance Plan will list intellectual, scholarly and professional contributions that are substantial in nature and that include expected outcomes that document proof to show that the contribution activities undertaken involved the application of knowledge and theory in a professional setting and will be material in time and substance and are directly related and relevant to the enhancement in the faculty or administrative member's primary teaching or administrative responsibilities. It is the faculty or administrative member's responsibility to provide the required documentation for all required activities.
    - c. Consulting activities require documentation that demonstrates the significance of the scope and duration of engagement.
    - d. Examples of intellectual, scholarly and professional engagement contributions to retain IP status are listed in Appendix A. Documentation should be provided for all such activities.
- e. **Other (O).**
- i. Faculty members are categorized as "Other" if they do not meet the requirements for any of the specified qualifications above.
  - ii. Faculty members that are classified as Other must work with their department chair to develop a plan that will lead to becoming qualified in the appropriate classification for their academic preparation and professional work experience as well as their teaching assignment and faculty category.
  - iii. The plan should include mutually agreed timelines to enable the faculty member become qualified as SA, PA, SP, or IP.

- iv. Department chairs must seek approval from the dean to continue scheduling a faculty member that is classified as Other and is not on a plan to become qualified as SA, PA, SP or IP.
- 4. Academic Disciplines:** Faculty must be qualified within their primary field of teaching. Faculty members with a degree out of discipline will be expected to engage in sustaining activities that are directly related to the content in their primary teaching area.
- 5. Contribution classifications:** As specified by AACSB: “Faculty maintain the knowledge and expertise required to support the School’s mission as evidenced through contributions (over the past five years) in the areas of: (1) basic or discovery scholarship; (2) applied or integrative/application scholarship; and (3) teaching and learning scholarship”. (See Reference 1, Section 2, Standard 15, p. 42.)
- 6. Faculty Holding Administrative Rank**
- a. Faculty members that hold administrative appointments at the level of director, department chair, associate dean, or dean will maintain their faculty qualifications as appropriate for their academic preparation, typically SA or PA. They will maintain their qualification through intellectual and scholarly contributions as specified under sustaining engagement activities for the appropriate classification.
  - b. Administrators that are classified as PA during their tenure as an administrator must develop a plan with the department chair that will align their faculty qualification status with the needs of the department. It is expected that the plan will normally include the expectations that one peer review article will be published or submitted for review in the first three years. The plan should be aligned with scholarly activity expectations as found in the Department Guidelines, normally for post tenure review.
- 7.** Category II faculty members on multi-year contracts must develop an SP plan that will lead to classification as or maintenance of SP classification. The timeframe for the activities to be undertaken will align with the faculty member’s contract. The plan will be structured such that the faculty member will maintain and be classified as SP during the duration of their contract. All activities over a rolling five-year period, including activities and professional experiences prior to joining the university, will be considered when determining classification as SP.
- 8. Review Process.** The review process to determine faculty qualifications will be conducted annually, on a calendar year basis.
- a. By January 31<sup>st</sup> (or the next business day) of each year, all faculty assigned instructional responsibilities will ensure that their relevant activities and evidence for the previous five years is entered into the reporting system (currently Digital Measures) used by the College of Business (CBUS) and MSU Denver. The faculty member will generate a CBUS AACSB Profile Report, and using the Qualifications Review Template, evaluate their own status (as SA, PA, SP, IP, or other) based on the evidence they have provided in Digital Measures and as is reported on the AACSB Profile Report. This information will be sent to their department chair.

- b. By February 28<sup>th</sup> (or the next business day) the Chair will evaluate faculty qualifications based on the evidence provided by the faculty member. The Department Chair will meet with faculty if there is disagreement between the faculty member's self-evaluation and the Chair's evaluation of qualifications or if it appears that the faculty member is classified as other or is in jeopardy of becoming classified as other.
- c. Faculty members may appeal their evaluation. Appeals must be submitted in writing and will be afforded all rights of due process. Appeals must be submitted within one month after the faculty member is notified of their evaluation. Late appeals will not be reviewed unless a faculty member submits evidence that matters beyond their control prevented submission within the specified time period. Submitted appeals will be reviewed by the Dean, College of Business.

## 9. References

[1] *Eligibility Procedures and Standards for Business Accreditation*, The Association to Advance Collegiate Schools of Business (AACSB) International, 2013 standards ([http://www.aacsb.edu/-/media/aacsb/docs/accreditation/standards/businessstds\\_2013\\_update-3oct\\_final.ashx?la=en](http://www.aacsb.edu/-/media/aacsb/docs/accreditation/standards/businessstds_2013_update-3oct_final.ashx?la=en))

## Appendix A

### Activities Appropriate for Sustaining Engagement

#### Intellectual Contributions:

- Publication of peer reviewed journal article in a CBUS preferred outlet, see Appendix B
- Publication of peer reviewed scholarly books, books of applied scholarship, or research monographs
- Publication of peer reviewed trade books, teaching lab or case books
- Publication of first edition or major revision of a peer reviewed textbook
- Publication of peer reviewed chapters in edited scholarly books or edited textbooks, multiple chapters in an edited textbook count as a single contribution.
- The development of original databases or original software in public use. Public use must be documented by the faculty member and does not include use within MSU Denver.
- Peer-reviewed paper publication in the proceedings of a scholarly meeting, in a CBUS preferred outlet, See Appendix B
- Publication of a peer reviewed journal article not on the CBUS preferred outlet list, Appendix B, will be considered an intellectual contribution but not counted toward the required number of PRJs
- Presentation of peer-reviewed full papers at preferred meetings or conferences, with or without publication of an abstract or summary of the article
- Publication of peer reviewed course supplements to texts (study guides, test banks etc.)
- Publication of cases with instructional materials in peer reviewed or edited textbooks

#### Scholarly Contributions:

- Presentation of a major (e.g. keynote or plenary) address at an academic or professional meeting or conference, maybe an invited address.
- Serving as Editor [or co-editor] of a journal or as editor of a special edition of a journal.
- Publication and dissemination of cases by widely respected academic or professional associations.
- Presentation of peer-reviewed work in poster sessions or research forums of professional meetings or conferences.
- Serving as a panelist at a panel presentation at a professional conferences or meetings
- Presentation at a conference without a full paper, [examples: a teaching note, case development, abstract only with power point or overhead, poster session]
- Serving as associate editor or on the editorial board of a refereed journal.
- Serving as editor of conference proceedings.
- Serving as editor of a book of readings.
- Active participation (e.g. reviewer, discussant, or track chair) in academic associations' meeting or scholarly conference.
- Serving as a reviewer for a preferred peer-reviewed journal.
- Publication of supplement to texts (study guides, test banks etc.) not included as Intellectual Contributions.
- Completion of a formal faculty development program that typically requires full-time attendance and is normally equivalent to 40 hours or more of study.



- Initial attainment of Professional Certification or documented accumulation of sufficient CPE or CEU or equivalent credits to maintain an active professional certification.

#### **Professional Engagement Contributions:**

- Consulting activities that are material in terms of time and substance and related to faculty member's teaching discipline or administrative duties. Documentation of activities to be provided by faculty or administrator are to be discussed with chair and dean prior to undertaking consulting.
- Substantive development and successful delivery of executive education programs or continuing professional education programs for the College of Business and linked to the faculty or administrators primary responsibilities.
- Sustained impactful professional work supporting qualified status
- Significant participation in business professional associations, including holding a high-level position/office in an active national or international organization
- Practice oriented outputs that are material in time and substance and related to faculty member's teaching discipline
- Relevant, active service on boards of directors of local, national or international companies or non-profit organizations
- Faculty internship that is significant in scope and duration
- Participation in professional events that focus on practice of business, management and related issues
- Participation in other activities that place faculty in direct contact with business or other organizational leaders

### **Appendix B**

#### **Minimum Criteria for Determining Classification as a Preferred Outlet**

All activities, for Intellectual Contributions and Scholarly Contributions, listed in Appendix A unless otherwise specified, must be published in a Department or College preferred outlet, as determined from the following process.

- A quality journal is normally defined as one that observes integrity of the double-blind, peer review process. This normally includes providing the peer reviewers comments.
- Every effort should be taken to assure that the journal is not predatory in nature.
- Preferred journals are journals listed
  - In Cabell's as peer-reviewed on Cabell's **Whitelist** or those that appear on the current Australian Business Deans Council (ABDC) list. These journals should be in discipline; however educational outlets will in many cases be relevant outlets for learning and pedagogical research.
  - Journals or books published in traditional, known and respected academic publishers (Elsevier, BNA, CENGAGE, ITP, and subsidiaries, Springer, AAA and sections, Blackwell,

IMA, AABSS, Sage and AICPA, etc.), published by recognized professional associations or think tanks, or by accredited institutions of higher education

- Preferred conferences or meetings should be widely respected academic or professional associations having a selective peer-review process as enumerated by the individual Departments and/or the College of Business. Conferences sponsored by nationally recognized academic professional organizations, or conferences sponsored by accredited institutions of higher education. Clute Institute and Allied conferences or journals are not considered preferred journals or conferences.
- Other peer reviewed journals, scholarly books, textbooks, or conferences not covered by the above may be pre-approved for the department list. Each department will choose its own process for approving a journal or conference as acceptable or unacceptable. The Department Chair will submit the department list to the deans and chairs for review and approval.

Appendix C  
Modified Requirements  
5/28/20

The following was emailed from the dean to all faculty and staff on 5/28/20.

Given the timing and the need to focus on developing the courses for fall, I have discussed with the department chairs, we are willing to reduce the required two activities in two years to one activity in two years, essentially providing a pass for activities for this 2020 calendar year. This is intended to take into consideration the need to focus on the transition to Canvas this summer, as well as a consideration that if conferences are cancelled for the fall this might reduce the opportunities to engage in scholarly activities such as paper reviews for conferences.

This is not a total pass on maintaining faculty qualifications. The requirements for SA at the end of this calendar year is still five activities in the past five years, at least two peer-reviewed journal articles, one additional intellectual contribution and two other activities, the only change will be at least one activity in the past two years.

Given that we are phrasing it as a pass on 2020 activities, the one activity in the past two years can apply to FQ classification for the end of 2021 as well. Therefore for end of 2021 to be SA; five activities in the past five years, at least two peer-reviewed journal articles, one additional intellectual contribution and two other activities, one activity in the past two years. Chairs, hope this is okay I know we didn't discuss this part of it.