

**Abilene Christian University College of Business Administration
Guidelines for Determining Qualified Faculty Status**

The College of Business Administration is committed to maintaining a faculty that is academically and professionally qualified in accord with the standards set forth by AACSB International. The college classifies a faculty member as having a “qualified status” when the faculty member has sustained academic or professional engagement in her/his field **and** has substantial initial academic preparation or professional experience. Sustained academic or professional engagement must be demonstrated **during the preceding five-year period** (henceforth, the “review period”).

		Sustained engagement activities	
		Academic (Research/Scholarly)	Applied/Practice
Initial academic preparation and professional experience	Professional experience, substantial in duration and level of responsibility	Scholarly Practitioners (SP)	Instructional Practitioners (IP)
	Doctoral degree	Scholarly Academics (SA)	Practice Academics (PA)

Figure 1. AACSB four quadrant table. (from Jan 2013 BRC AACSB standards)

I. Academic track: A faculty member is qualified if s/he has both:

A. Initial Academic Preparation, taking one of the following forms:

1. Requiring standard sustained engagement activities:

- a) A research-oriented doctoral degree in the primary teaching area.
- b) A research-oriented doctoral degree related to the primary teaching area.
- c) A specialized graduate degree in taxation or law related to the primary teaching area.

2. Requiring extended sustained engagement activities:

- a) A doctoral degree outside the primary teaching area.
- b) A non-research-oriented doctoral degree (i.e., any doctorate not requiring a dissertation) in the primary teaching area.
- c) Substantial graduate work beyond the master’s degree in the primary teaching area, but no doctorate.

B. Sustained engagement activities

1. **Qualification Quadrant: Scholarly Academics (SA)** engage in sustained scholarly activities to maintain professional currency and competency.

a) Standard sustained engagement activities may be demonstrated in any one of the following forms:

- (1) Completed a Ph.D. within the review period.
- (2) Active Scholarly Activity, defined as both of the following:
 - (a) at least one peer-reviewed published contribution (category A), and;
 - (b) at least four additional peer-reviewed intellectual contributions (categories A and/or B).

b) Extended sustained engagement activities may be demonstrated in any one of the following forms:

- (1) Completed a Ph.D. within the review period.
- (2) Active Scholarly Activity, defined as all of the following:
 - (a) at least one peer-reviewed published contribution (category A), and;
 - (b) at least four additional peer-reviewed intellectual contributions (categories A and/or B), and;
 - (c) one additional contribution from category A or B.

2. **Qualification Quadrant: Practice Academics (PA)** engage in sustained applied/practice activities to maintain professional currency and competency.

a) Standard sustained engagement activities may be demonstrated in any one of the following forms:

- (1) A combination of both:

- (a) Partial scholarly activity, defined as having at least three peer-reviewed contributions (categories A and/or B), including at least one published contribution (A), and;
 - (b) Satisfactory professional development, defined as at least three separate types of professional development activities (category C).
- (2) At least five years of half-time or more professional experience at the managerial level immediately prior to being included in the faculty during the review period. Faculty qualified under this criterion are considered qualified until the end of the first review period in which they are subject to review.
- (3) Professional experience and continuous development activities significant in duration and level of responsibility (e.g., at the managerial level) and relevant to the teaching assignment, defined as one of the following:
- (a) At least five years of half-time or more professional experience during the review period.
 - (b) At least five years of half-time or more professional experience at any time **and** at least three activities from categories A, B, and/or C.
- (4) In acknowledgement of the service and the level of professional currency required to maintain their roles, department chairs, deans, and similar administrators at ACU serving during the review period may satisfy professional development solely as a function of their administrator roles.
- b) Extended sustained engagement activities:**
- (1) For faculty members requiring extended sustained engagement activities (I.A.2.), one additional contribution from category A, B, or C, in addition to the standard sustained engagement activities.

II. Professional track: A faculty member is qualified if s/he has both:

A. Initial Academic Preparation and Professional Experience, taking one of the following forms:

1. Requiring standard sustained engagement activities, taking one of the following forms:

- a) Typical path -- fulfilling both of these requirements:
 - (1) A master's or doctoral degree with at least 18 hours in the teaching discipline, and;
 - (2) Recent professional experience significant in duration and level of responsibility (e.g., at the managerial level) and relevant to the teaching assignment, defined as at least five years of half-time or more professional experience within the past 15 years. For example, managerial or supervisory roles meet this requirement.
- b) Limited path: Professional experience at the time of hiring of extraordinary depth, duration, sophistication, and complexity, where the professional experience ended within the past 15 years.

2. Requiring extended sustained engagement activities, taking one of the following forms:

- a) Typical path -- fulfilling both of these requirements:
 - (1) A master's or doctoral degree with at least 18 hours in the teaching discipline, and;
 - (2) Professional experience significant in duration and level of responsibility (e.g., at the managerial level), possibly less relevant to the teaching assignment, or with more than 15 years elapsed since the professional experience, defined as at least five years of half-time or more professional experience.
- b) Limited path: Professional experience at the time of hiring of extraordinary depth, duration, sophistication, and complexity, where more than 15 years have elapsed since the professional experience ended.

B. Sustained engagement activities

1. **Qualification Quadrant: Scholarly Practitioners (SP)** engage in sustained scholarly activities to maintain professional currency and competency.
 - a) **Standard sustained engagement activities -- any one of the following forms:**
 - (1) Completed at least 18 hours in the teaching discipline within the review period.
 - (2) Active Scholarly Activity, defined as both of the following:
 - (a) at least one peer-reviewed published contribution (category A), and;
 - (b) at least four additional peer-reviewed intellectual contributions (categories A and/or B).
 - b) **Extended sustained engagement activities -- any one of the following forms:**
 - (1) Completed at least 18 hours in the teaching discipline within the review period.
 - (2) Active Scholarly Activity, defined as all of the following:
 - (a) at least one peer-reviewed published contribution (category A), and;
 - (b) at least four additional peer-reviewed intellectual contributions (categories A and/or B), and;
 - (c) one additional contribution from category A or B.
2. **Qualification Quadrant: Instructional Practitioners (IP)** engage in sustained applied/practice activities to maintain professional currency and competency.
 - a) **Standard sustained engagement activities -- any one of the following forms:**
 - (1) A combination of both:
 - (a) Partial scholarly activity, defined as having at least three peer-reviewed contributions (categories A and/or B), including at least one published contribution (A), and;
 - (b) Satisfactory professional development, defined as at least three separate types of professional development activities (category C).
 - (2) At least five years of half-time or more professional experience at the managerial level immediately prior to being included in the faculty during the review period. Faculty qualified under this criterion are considered qualified until the end of the first review period in which they are subject to review.
 - (3) Professional experience and continuous development activities significant in duration and level of responsibility (e.g., at the managerial level) and relevant to the teaching assignment, defined as one of the following:
 - (a) At least five years of half-time or more professional experience during the review period.
 - (b) At least five years of half-time or more professional experience at any time **and** at least three activities from categories A, B, and/or C.
 - (4) In acknowledgement of the service and the level of professional currency required to maintain their roles, department chairs, deans, and similar administrators at ACU serving during the review period may satisfy professional development solely as a function of their administrator roles.
 - b) **Extended sustained engagement activities:**
 - (1) For faculty members requiring extended sustained engagement activities (II.A.2.), one additional contribution from category A, B, or C, in addition to the standard sustained engagement activities.

Exceptions to the requirements for maintaining SA/PA/SP/IP status may be approved by the COBA Research Committee provided the Committee judges the quantity and quality of the faculty member's activities to be sufficient to demonstrate that the faculty member has maintained competency and currency. The Committee has the responsibility and authority to interpret the quality and sufficiency of all evidence presented. Responsibility to demonstrate and document adequacy rests with the faculty member.

Scholarly and Professional Development Activities

Category A: Peer-Reviewed Published Contributions

- Refereed publications in academic, professional, and/or pedagogical journals
- Refereed research monographs
- Scholarly books or academic textbooks

Category B: Other Peer-Reviewed Intellectual Contributions

- Refereed proceedings from academic conferences
- Refereed papers presented at academic and/or professional conferences
- Refereed conference presentations or symposia
- Papers presented at faculty research seminars outside ACU
- Chapters in scholarly books
- Trade books in discipline-relevant fields
- Officer in regional, national, or international academic organization

Category C: Other Professional Development Activities – Activities should demonstrate maintenance of intellectual/professional capital relevant to the faculty member's teaching, research, and/or service.

- Association meetings – Attending regional, national, or international academic or trade
- Education and training
 - Certification – Obtaining or maintaining professional-level certification
 - Graduate coursework related to one's teaching and/or research
 - Faculty Internships
 - License – Obtaining or maintaining a professional license from a recognized national/international organization or appropriate government authority
 - Workshops - Industry, teaching, and/or research related
- Practice and service
 - Board member of business or non-profit organization
 - Consulting (paid or pro-bono)
 - Officer in regional, national, or international professional organization
 - Outreach activity
- Scholarly activity
 - Book reviews – published and scholarly
 - Editorial work such as Editor, Associate Editor or substantial reviewing
 - Fellowships
 - Instructional software – publically available
 - Papers presented at faculty research seminars at ACU
 - Publications – Non-refereed academic, professional, or pedagogical journal articles
 - Publications – Non-refereed cases and instructional materials