

**FACULTY QUALIFICATIONS GUIDELINES
NORTH DAKOTA STATE UNIVERSITY**

COLLEGE OF BUSINESS

**Standards for Faculty Qualifications
Approved by Faculty - 2/10/17**

College of Business faculty are committed to maintaining professional competence and currency. This commitment is consistent with faculty qualification standards established by AACSB International. AACSB standards require faculty to be properly trained and to maintain currency through programs of continued scholarship, professional certification and development, consulting, and other activities associated with life-long learning. It is crucial for all faculty — tenured, tenure-track, and non-tenure track -- to meet College faculty qualification standards. The table below reports the AACSB minimum percentages for each category. Since the College currently has two Masters' Degree programs, the College standard should be higher than the minimum. Therefore, the College standard is for 50% or more of our faculty to be Scholarly Academics (SA), as shown in the table below.

Percentages for Each Category

Faculty Categories	AACSB Minimum Percentage	College of Business Percentage
Scholarly Academics (SA)	40%	50%
Scholarly Academics (SA) Practice Academics (PA) Scholarly Practitioners (SP)	60%	60%
Scholarly Academics (SA) Practice Academics (PA) Scholarly Practitioners (SP) Instructional Practitioners (IP)	90%	90%

AACSB also recognizes the importance of administrative duties to the ethical, effective, and efficient operation of the college. AACSB recommends that these duties be recognized as part of an individual's effort to remain academically or professionally qualified. The rationale for this recognition is to encourage individuals to pursue significant administrative responsibilities within the college.

SCHOLARLY ACADEMIC (SA) GUIDELINES:

A Scholarly Academic faculty member (tenured, tenure-track or non-tenure track) must hold a Doctorate (or equivalent as defined by AACSB). For faculty who earned their doctorates more than five years ago, the following conditions also apply.

During the preceding five years, the SA faculty member must publish two refereed journal articles.¹ One of these must be published in a journal that ranks B or higher on the College of Business' Approved Journal Quality List at the time of submission or acceptance.

In addition, the faculty member must complete two additional scholarly activities from the list below. An activity may be repeated.

- Publish a refereed journal article
- Author a research monograph
- Serve as an editor of an academic journal²
- Serve as an editor of a scholarly book
- Publish a refereed magazine article
- Publish a business case in a refereed outlet
- Author a textbook
- Serve as an elected officer of an international or national professional organization
- Present a refereed paper or symposium at an international, national or regional conference
- Serve as a Special Edition editor for an academic journal
- Awarded a grant
- Publish an article in a non-refereed national professional journal
- Author a chapter in a scholarly book
- Publish an article in a non-refereed national magazine
- Serve on the Editorial board for a disciplinary journal
- Serve as a referee for one or more journal articles in a given year²

¹ Throughout this document, the date of acceptance is the applicable date for considering intellectual contributions.

² Counts as one scholarly activity for each twelve-month period in which the faculty member is engaged in this activity.

PRACTICING ACADEMIC (PA) GUIDELINES

A Practicing Academic faculty member (tenured, tenure-track or non-tenure track) must hold a Doctorate (or equivalent as defined by AACSB). For faculty who earned their doctorates more than five years ago, the following conditions also apply.

During the preceding five years, the PA faculty member must publish one refereed journal article in a journal on the College of Business' Approved Journal Quality List at the time of submission or acceptance.

In addition, the faculty member must complete a total of three additional activities from the following categories with at least one from each category. An activity may be repeated.

Scholarly activities:

- Publish a refereed journal article
- Author a research monograph
- Serve as an editor of an academic journal or practitioner magazine³
- Serve as an editor of a scholarly book
- Publish a magazine article
- Publish a business case for teaching
- Author a textbook
- Serve as an elected officer of an international or national professional organization
- Present a refereed paper or symposium at an international, national or regional conference
- Serve as a Special Edition editor for an academic journal
- Awarded a grant
- Publish an article in a non-refereed national professional journal
- Author a chapter in a scholarly book
- Publish an article in a non-refereed national magazine
- Serve on the Editorial board for a disciplinary journal
- Serve as a referee for one or more journal articles in a given year³

Practitioner activities:

- Maintain a professional certification⁴
- Work on a significant business consulting project important to an organization in their discipline
- Serve on a board or other oversight position for a profit or not-for-profit organization
- Serve as an elected officer of an international or national professional organization
- Appear as an expert in the media
- Consult/advise/counsel clients in private practice in the faculty member's discipline⁴

³ Counts as one scholarly activity for each twelve-month period in which the faculty member is engaged in this activity.

⁴ Counts as one practitioner activity for each twelve-month period in which the faculty member is engaged in this activity.

SCHOLARLY PRACTITIONER (SP) GUIDELINES

A Scholarly Practitioner faculty normally holds at least a Master's degree in an area related to the courses that they teach. Upon the time of hiring, the scholarly practitioner qualified faculty member's experience should be relevant, current, and significant in duration and level of responsibility.⁵ In addition, scholarly practitioner qualified faculty are engaged in scholarly work and professional development that maintains their currency in the field.

During the preceding five years, the SP faculty member must publish one refereed journal article in a journal on the College of Business' Approved Journal Quality List at the time of submission or acceptance.

In addition, a faculty member must complete a total of three additional activities from the categories below with at least one from each category. An activity may be repeated.

Scholarly activities:

- Publish a refereed journal article
- Author a research monograph
- Serve as an editor of an academic journal or practitioner magazine⁶
- Serve as an editor of a scholarly book
- Publish a magazine article
- Publish a business case for teaching
- Author a textbook
- Serve as an elected officer of an international or national professional organization
- Present a refereed paper or symposium at an international, national or regional conference
- Serve as a Special Edition editor for an academic journal
- Awarded a grant
- Publish an article in a non-refereed national professional journal
- Author a chapter in a scholarly book
- Publish an article in a non-refereed national magazine
- Serve on the Editorial board for a disciplinary journal
- Serve as a referee for one or more journal articles in a given year⁶

⁵ The faculty member's experience should be at a level of responsibility and duration to indicate professional expertise in their teaching area. Normally, this would entail working full time for at least 3 years in a job that requires the use of advanced analytical or managerial skills. The initial evaluation of relevance, currency, and significance of experience will be made by the Department Chair. The evaluation will be reviewed by the Dean prior to hiring.

⁶ Counts as one scholarly activity for each twelve-month period in which the faculty member is engaged in this activity.

Practitioner activities:

- Maintain a professional certification⁷
- Work on a significant business consulting project important to an organization in their discipline
- Serve on a board or other oversight position for a profit or not-for-profit organization
- Serve as an elected officer of an international or national professional organization
- Appear as an expert in the media
- Consult/advise/counsel clients in private practice in the faculty member's discipline⁷

INSTRUCTIONAL PRACTITIONER (IP) GUIDELINES

An Instructional Practitioner faculty normally holds at least a Master's degree in an area related to the course taught. At the time of hire, the IP qualified faculty member's experience should be relevant, current, and significant in duration and level of responsibility.⁸ In addition, IP qualified faculty are engaged in a professional development program that maintains their currency in the field.

During the preceding five years, the faculty member must complete four additional Practitioner activities from the list below. An activity may be repeated.

- Maintain a professional certification⁷
- Work on a significant business consulting project important to an organization in their discipline
- Serve on a board or other oversight position for a profit or not-for-profit organization
- Serve as an elected officer of an international or national professional organization
- Appear as an expert in the media
- Serve as an elected officer of a regional or state professional organization
- Publish an article in a practitioner publication.
- Participate in a high quality, extended teaching workshop with pre-approval of department chair and dean (examples would be programs offered by Harvard for case teaching or the University of South Carolina for teaching international content)
- Awarded a grant
- Consult/advise/counsel clients in private practice in the faculty member's discipline⁷
- Continuing education activities in the faculty member's discipline⁷

⁷ Counts as one practitioner activity for each twelve-month period in which the faculty member is engaged in this activity.

⁸ The faculty member's experience should be at a level of responsibility and duration to indicate professional expertise in their teaching area. Normally, this would entail working full time for at least 3 years in a job that requires the use of advanced analytical or managerial skills. The initial evaluation of relevance, currency, and significance of experience will be made by the Department Chair. The evaluation will be reviewed by the Dean prior to hiring.

Maintaining Qualifications for Faculty with Administrative Duties

For faculty that are in the initial year of an administrative appointment, the requirements to remain academically/professionally qualified are the same as other faculty. However, in recognition of the importance of administrative duties to the operation of the college, requirements for academic/professional qualification will be reduced for those with significant administrative duties in subsequent years. Specific guidelines to maintain academic/professional qualifications are as follows:

For Faculty with Dean, Associate Dean, or Department Chair Appointments

Scholarly Academic (SA) Guidelines

- During the preceding five years, the SA faculty member must complete any two scholarly activities from the list on Page 2.

Practice Academic (PA) Guidelines

- During the preceding five years, the PA faculty member must complete any two scholarly or practitioner activities from the list on Page 3.

For Other Faculty with Administrative Appointments

Requirements for maintaining academic/professional qualification will be reduced, based on administrative load.

Scholarly Academic (SA) Guidelines

Administrative Appointment	Requirements (during preceding 5 years)
0 - 25%	Same as faculty without administrative appointments.
25 - 49%	Publish one refereed journal article on the College of Business' Approved Journal Quality List, and complete two additional scholarly activities from the Scholarly Academic list.
50 - 100%	Publish one refereed journal article, and complete one additional scholarly activity from the Scholarly Academic list.

Practicing Academic (PA) Guidelines

Administrative Appointment	Requirements (during preceding 5 years)
0 - 25%	Same as faculty without administrative appointments.
25 - 49%	Publish one refereed journal article, and complete any two additional scholarly or practitioner activities from the Practicing Academic list.
50 - 100%	Complete any two scholarly or practitioner activities from the Practicing Academic list.

Scholarly Practitioner (SP) Guidelines

Administrative Appointment	Requirements (during preceding 5 years)
0 - 25%	Same as faculty without administrative appointments.
25 - 49%	Publish one refereed journal article, and complete any two additional scholarly or practitioner activities from the Scholarly Practitioner list.
50 - 100%	Complete any two scholarly or practitioner activities from the Scholarly Practitioner list.

Instructional Practitioner (IP) Guidelines

Administrative Appointment	Requirements (during preceding 5 years)
0 - 25%	Same as faculty without administrative appointments.
25 - 49%	Complete any three practitioner activities from the Instructional Practitioner list.
50 - 100%	Complete any two practitioner activities from the Instructional Practitioner list.

Transitioning from Administration to Full Time Faculty

For faculty that step out of administrative duties as Dean, Associate Dean, Department Chair, or other 100% administrative positions the standards to maintain faculty qualifications will follow the guidelines below:

Administrative Duration	Requirements (during preceding 5 years)
3 years or more of administrative service	Within five years of stepping out of administrative duties, requirements are the same as the reduced standards for “Other Faculty with Administrative Appointments” with 50 – 100 % administrative appointments in the table above. After that, the normal faculty qualification requirements will apply.
Less than 3 years of administrative service	Within five years of stepping out of administrative duties, in addition to the requirements for those with 3 years or more of administrative service, the requirement is one additional refereed journal article for SA, PA, or SP status, or two additional practitioner activities for IP status [i.e., the reduced qualification + 1 refereed journal article for SA, PA, or SP; the reduced qualification + 2 additional activities for IP]. After five years, the normal faculty qualification requirements will apply.