Criteria for Establishing Qualifications of Faculty

(7/10/2007 - Draft prepared by CEC)

Background

AACSB Standard 10: “The faculty has, and maintains, intellectual qualifications and current expertise to accomplish the mission and to assure that this occurs, the school has a clearly defined process to evaluate individual member’s contributions to the school’s mission.”

According to AACSB International standards, “academic qualification requires a combination of original academic preparation (degree completion) augmented by subsequent activities that maintain or establish preparation for current teaching responsibilities.” AACSB International standards further provide that, “both relevant academic preparation and relevant professional experience will be required to establish a faculty member as professionally qualified.”

For the purpose of determining whether a school satisfies Standard 10, each school is required to adopt criteria for classifying all faculty, regardless of other classifications, as one of the following: “academically qualified”, “professionally qualified” or “other”. The purpose of this document is to articulate the criteria adopted by the NMSU College of Business.

These criteria are designed to ensure that the COB can fulfill its mission by providing overall high quality and continuous improvement in all our academic programs. All faculty in the NMSU College of Business have a responsibility to maintain their intellectual capital to support the mission. These criteria, however, represent a “baseline” and maintenance of qualifications according to these criteria does not necessarily signify performance levels required for continuation of employment, renewal of contract, or grant of tenure or promotion. Faculty should review relevant university, college and departmental policies and guidelines to determine expectations and requirements for these other purposes.

Academically Qualified Faculty:

The NMSU College of Business defines the standards for an academically qualified faculty member as follows:

Initial Qualification:

- Faculty members who hold a doctoral degree\(^1\) in the area in which they teach are considered academically qualified for a period of five years following the degree award.
- Doctoral students who have completed all but their dissertation (ABD) in their program of study will be considered academically qualified for a period of no more than three years beyond their most recently completed graduate comprehensive examination or other milestone that put the student in the dissertation stage.
- Doctoral students at the NMSU College of Business who are not yet in the ABD stage are also academically qualified, however, these students can constitute no more than 10% of the faculty resources in each discipline.
- Faculty members who hold a doctoral degree in an area other than the area in which they teach may be academically qualified but may need supplemental preparation (as suggested in descriptions 2, 3 and 4 of the AACSB explanation for Standard 10). A current research record in the teaching field will be accepted as prima facia evidence of academic qualifications regardless of credentials.

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\(^1\) The term “doctoral degree” means completion of a degree program intended to produce scholars capable of creating original scholarly contributions through advances in research or theory. The existence of a current research record in the teaching field will establish academic qualification regardless of type of doctoral degree. Individuals with a graduate degree in law are considered academically qualified to teach business law and legal environment of business courses. Individuals with a graduate degree in taxation or a combination of graduate degrees in law and accounting will be considered academically qualified to teach taxation. (paraphrased from AACSB Standards)
**Maintenance of Academic Qualifications:** Academically qualified faculty members are expected to be involved in a variety of continuous development activities that are directly related to their teaching field, and thereby serve to maintain their status as academically qualified. These activities can include (1) production of intellectual contributions (which may include discipline based research, contributions to practice, and learning and pedagogical research, or some combination of these types), (2) professional development, and (3) current professional experience. The choice of activities to maintain currency and relevance of may vary across discipline and may change at different times during a faculty member’s career.

At the NMSU College of Business, to maintain their academically qualified status, faculty members must publish a minimum of 3 intellectual contributions over the previous five year period, at least two of which will be in the form of “scholarly publications” (the equivalent of “peer reviewed journal articles” using the AACSB definition), or the equivalent.

**Maintenance of Academic Qualifications for Participation in Doctoral Programs:**

At the NMSU College of Business, to maintain their academic qualifications for participation in the college’s research doctoral programs (management and marketing), faculty members who participate as instructors and advisors to doctoral students in these programs must publish a minimum of four intellectual contributions over the previous five year period, at least two of which must be scholarly articles, with no substitution of “equivalents” for these scholarly articles.

**Professionally Qualified Faculty:**

The NMSU College of Business defines the standards for an academically qualified faculty member as follows:

**Initial Qualification:**

A faculty member in the College of Business will be considered professionally qualified if s/he meets the following conditions:

1. possess a masters degree in business, or a specialized masters degree, or a higher level degree, in business or specialized professional degree in the area in which they teach; and
2. has professional experience working in an industry, business, governmental agency or non-profit, with job responsibilities related to the field in which s/he is teaching for a period of at least five years (or the equivalent time accumulated over a longer period while working part-time), and
   (i) such professional experience continues on at least a part-time basis at the present time, or
   (ii) such professional experience was discontinued no more than five years prior, or
   (iii) the faculty member maintained his/her professional qualifications after leaving professional employment through activities similar in quantity and quality as those described below for maintenance of professional qualifications.

**Maintenance of Professional Qualifications:** Professionally qualified faculty members are expected to be involved in a variety of continuous development activities that are directly related to their teaching field, and thereby serve to maintain their status as professionally qualified. These activities can include (1) production of intellectual contributions (which may include discipline based research, contributions to practice, and learning and pedagogical research, or some combination of these types), (2) professional development, and/or (3) current professional experience. The choice of activities to maintain currency and relevance of may vary across discipline and may change at different times during a faculty member’s career.

At the NMSU College of Business, to maintain their professionally qualified status, a faculty member must, over the previous 5 year period, either:

1. have continued to work in their professional careers at least quarter-time; or
2. publish a minimum of five intellectual contributions, or be engaged in professional development activities deemed to be the equivalent.
Definitions and Equivalencies

Intellectual Contribution –
Research outcomes, results or analysis documented in a written form and available for scrutiny by academic peers and professionals. Proprietary and confidential research and consulting reports do not qualify as intellectual contributions. The following list includes the most common types of intellectual contributions:

1. Scholarly Publications (Peer Reviewed Journal Articles)
2. Other intellectual contributions: research Monographs, scholarly books, chapters in scholarly books, textbooks, proceedings from scholarly meetings, papers presented at academic or professional meetings, invited article for an academic journal or a practitioner periodical, publicly available research working papers, papers presented at faculty research seminars, publications in trade journals, in-house journals, book reviews, written cases with instructional materials, instructional software, and other publicly available materials describing the design and implementation of new curricula or courses.

Equivalents: The following items are not intellectual contributions, except for the purpose of determining academic or professional qualifications of the faculty. However, for this purpose only, any of the following professional development activities will be accepted as the equivalent of one “other intellectual contribution” provided that the activity relates to the faculty member’s teaching field or administrative duties:

1. Each 6 hours spent in attendance at academic or professional conference(s) or seminar sessions providing professional development;
2. Each 6 hours spent in attendance at NMSU Teaching Academy sessions, or other programs designed to enhance teaching skills, including training in technology used to enhance teaching (such attendance can account for at most 50% of a faculty member’s total intellectual contributions);
3. Delivery of a continuing education session or seminar that has been certified for credit by a professional or industry or trade group.
4. Delivery of an invited presentation or training session, on a topic relevant to the faculty member’s professional expertise, to business, trade groups, government or non-profit groups.
5. Authorship of a minor report, or a minor portion of a report, resulting from sponsored research.
6. Publishing of a newsletter or sequence of reports that attract a regional subscription base or regional industry distribution.
7. Operating or owning a profitable business with substantial annual revenues (hobby businesses are excluded).
8. Serving as a member of a board of directors for a for-profit business or a not for profit organization.
9. Private consulting requiring a minimum of 20 hours of work.

Scholarly Publication -
An intellectual contribution that:

1. was subjected to a documented formal review process;
2. included a peer or editorial review; and
3. is readily available for public scrutiny in a library or through an on-line retrieval service.

Scholarly publications are most typically articles published in academic journals listed in one of Cabell’s Directories of Publishing Opportunities. If the publication is not listed in a Cabell’s Directory, it is the author’s responsibility to provide proof of the review process.

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2 Taken from footnote 5 to Table II in the AACSB Standards.
3 Paraphrased from footnotes to Table II in the AACSB Standards.
4 These items are not to be reported as intellectual contributions on AACSB Table II “Summary of Faculty Qualifications, Intellectual Contributions and Professional Responsibilities.”
Equivalents: The following items are not scholarly publications, except for the purpose of determining academic or professional qualifications of the faculty. However, for this purpose only, any of the following professional development activities will be accepted as the equivalent of one “scholarly publication” provided that the activity relates to the faculty member’s teaching field or administrative duties:

1. any three other intellectual contributions or their equivalents (as previously defined); or
2. obtaining new professional certification or licensure or maintaining professional licensure by completing at least 12 clock hours of continuing education as required by the professional licensure body; or
3. working (paid or unpaid) full-time for a company for a minimum of four weeks with a completed project for the company or a set of responsibilities to execute, or
4. major editorial responsibilities such as editor-in-chief or executive editor of a journal or practitioner periodical for a one year period; or
5. authoring a significant grant proposal; or
6. authoring a significant part of a major public policy analysis for the University, College or Arrowhead Center, Inc.; or
7. conducting a significant part of a funded research project including major contribution to a final written report or product; or
8. completion of a major private consulting contract involving no less than 60 hours work.

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5 Scholarly publications are reported as “peer reviewed journal” articles on AACSB Table II “Summary of Faculty Qualifications, Intellectual Contributions and Professional Responsibilities.” The items listed as “equivalents” are not to be reported on Table II as “PRJ”, however, if these items fall within the definition of Intellectual Contributions, the items should be reported as such on Table II.