X. INITIAL CONTRACT, RETENTION, PROMOTION, AND TENURE

A. INITIAL CONTRACT

1. The Faculty Recruitment Committee shall make recommendations to the faculty with respect to candidates being considered for tenure, tenure-track, contract, and look-see visiting status. If a candidate has previous law school faculty service elsewhere, the committee may include in its recommendation to the faculty a grant of credit for prior service. The faculty may adopt the committee’s recommendation with respect to hiring, credit, or both. No candidate shall be recommended for hiring or the giving of credit without an affirmative vote of 2/3 of the faculty present and voting on that issue.

2. The Retention, Promotion and Tenure Committee shall make recommendations to the faculty with respect to look-see visitors being considered for tenure, tenure-track and contract status. The Committee can include in its recommendation credit for service at the College of Law. No candidate shall be recommended for hire or the giving of credit without an affirmative vote of 2/3 of the faculty present and voting on that issue.

B. RETENTION AND PROMOTION

Tenure-Track Faculty.

a. Procedure. Evaluation of all tenure-track faculty members for purposes of contract renewal shall take place in their first, second, third, and fifth or sixth years at the College of Law unless their initial contract of appointment specifies otherwise. The level of review will reflect the years of credit, if any, granted by the faculty at the time of the offer if the faculty member being reviewed accepts the grant of credit.

b. Standards and Effect.

i. First year review for renewal. (Spring semester)

(1) Satisfactory teaching reflected by peer and student evaluations. Peer evaluation should be critical but supportive. The test is whether the faculty member is or can become a quality, effective teacher. Therefore, the critical aspect of the review is whether he/she is capable of achieving the high level of quality teaching we expect from all faculty members. Once the Committee determines the faculty member can achieve that level, the supportive aspect of the review includes making suggestions and helping the first year teacher to reach his/her potential.

(2) Regular participation in the governance of the College of Law through direct involvement in committee and faculty business.
(3) A negative first year review includes a non-renewal recommendation.

ii. Second year review for renewal. (Spring semester)

(1) Critical review of teaching. The test is whether the faculty member is a quality teacher who demonstrates ability and interest in further development.

(2) Regular participation in the governance of the Law Center through direct involvement in committee and faculty business.

(3) A negative second year review includes a non-renewal recommendation.

iii. Third year review for renewal and promotion. (Preliminary review Fall semester; decision to be made by March 31 of the professor's third year.)

(1) Critical review of teaching. In his/her third year, the faculty member must demonstrate continued growth as a teacher; the committee must be satisfied the teacher's progress indicates he/she will exhibit successful teaching during his/her future tenure review.

(2) Review of scholarship. In his/her third year, the faculty member must have demonstrated satisfactory progress in scholarship. Satisfactory progress should be defined to mean completion of at least one substantial piece of scholarship of the quality sufficient to indicate that tenure will be awarded, assuming the growth that usually follows a first piece. In other words, continued publications developing from this level should meet the tenure standard in the fifth year.

(3) Satisfactory review would include a recommendation to the Dean and Trustees that the faculty member be promoted to Associate Professor. This would mean the faculty member would not "apply" for promotion. A positive third year review automatically includes a positive recommendation on promotion, while a negative review includes a non-renewal recommendation.

iv. Fifth or Sixth Year Review for Tenure. See section IX above.

v. Promotion to full-professor. Accorded by a 2/3<sup>rd</sup> vote of the faculty upon a showing that an individual has achieved excellence in teaching, scholarship, research and service.
2. Contract Faculty (Clinical) and Distinguished Professors

a. Procedure. Evaluation of all contract faculty members for purposes of contract renewal shall take place annually at the College of Law. The level of review will reflect the years of credit, if any, granted by the faculty at the time of the offer if the faculty member being reviewed accepts the grant of credit.

b. Standards and Effect.

Review for renewal. (Winter semester)

(1) Critical review of teaching. The test is whether the faculty member is a quality teacher who demonstrates ability and interest in further development.

(2) Regular participation in the governance of the Law Center through direct involvement in committee and faculty business.

(3) A negative review includes a non-renewal recommendation.

I. Job Security and Progression for Non-Tenure-Track Clinical Faculty.

A. Length of Contracts for Non-Tenure-Track Faculty

1. Contract for Newly Hired Non-Tenure-Track Faculty

A new non-tenure-track faculty member shall receive a one-year appointment, renewable annually for up to four years based on a favorable performance review each year.

2. Contract Opportunity After Three Years of Teaching

In his or her third year of teaching, a non-tenure-track faculty member shall be subject to a performance review.

(a) If performance is deemed satisfactory, the non-tenure-track faculty member shall be provided with the opportunity to sign a 3-year contract with the Law School, to begin at the start of the individual’s fourth year of teaching. Accompanying that opportunity shall be a percentage salary increase commensurate with that provided to tenure-track assistant professors who are promoted to associate professor.

(b) If performance is deemed not satisfactory, the non-tenure-track faculty member shall have the opportunity to remain in place for one more academic year, that is, for his or her fourth academic year. Upon completion of that fourth academic year the contract shall not
be renewed.

3. Contract Opportunity After Six Years of Teaching

In the sixth year of teaching (and thus the last year of his or her three-year contract), a non-tenure faculty member shall be subject to a performance review.

(a) If performance is deemed satisfactory, the non-tenure-track faculty shall be provided the opportunity to sign a five-year contract with the Law School, to begin at the start of the individual’s seventh year of teaching. Accompanying that opportunity shall be a percentage salary increase commensurate with that provided to tenure-track associate professors who are promoted to professor.

(b) If performance is deemed not satisfactory, the non-tenure-track faculty member shall have the opportunity to remain in place for one more academic year, that is, for his or her seventh year of teaching. Upon completion of that seventh academic year, the contract shall not be renewed.

4. Contract Opportunity After Eleven Years of Teaching

In the eleventh year of teaching (and thus the last year of his or her five-year contract) and at the expiration of any 5-year contract thereafter, so long as performance is satisfactory, a non-tenure-track faculty member shall be eligible for an additional 5-year contract. There shall be no limit to the number of 5-year contracts a non-tenure-track faculty member may sign.

5. Cause of Termination

All contracts referred to herein shall contain the provision that a non-tenure-track faculty member may not be terminated during the life of a current contract except for good cause shown or unless necessitated by a substantial modification of the Law School’s programs.

6. Non-Accrual toward Tenure

Under no circumstances shall time spent as a non-tenure-track faculty member accrue toward tenure.

7. Dean’s ability to Recognize Teaching or Other Employment Experience.

Nothing stated herein should be taken to preclude the ability of the Dean, in recognition of previous teaching or other appropriate employment experience, to recommend a contract of three or five years length or to reduce the required number being eligible for a three year contract for a new
non-tenure track faculty member.

B. Retention of Non-Tenure-Track Faculty

1. Committee for Review and Retention

The faculty Retention, Promotion, and Tenure Committee (hereinafter, the RPT Committee) shall have the responsibility for review and recommendation for retention of non-tenure track faculty members.

2. Process for Hiring Non-Tenure-Track Faculty

When the Dean has identified the need to hire a new non-tenure-track faculty member, he or she shall ask the Faculty Recruitment Committee to conduct a search. At the conclusion of its search, the Committee shall make appropriate hiring recommendations to the faculty.


If a non-tenure-track faculty member is eligible to be considered for renewal under a long-term contract, there shall be a formal review of his or her performance. This review shall begin with an evaluation conducted by the RPT Committee. At the conclusion of its evaluation, the Committee shall make appropriate recommendations to the faculty.


The criteria upon which non-tenure-track faculty shall be evaluated for contract renewal shall include teaching and service. If such individuals engage in the practice of law (Clinical Program) as part of their law school employment, they shall be evaluated on this criterion as well. A recommendation for renewal shall be based upon excellent performance in each applicable category.


If a non-tenure-track faculty member is teaching under a five year contract and is eligible to be considered for renewal, the authority to recommend renewal of the contract of the non-tenure-track faculty member shall rest with the Dean without the requirement of a formal review. In making these contract renewal recommendations, the Dean may choose to consult with the RPT Committee. Recommendations for contract renewal shall be based upon the Dean’s determination that a non-tenure-track faculty member’s performance has been satisfactory.

6. Status of Inaugural Faculty
A non-tenured faculty member whose contract preceded the beginning of classes on August 26, 2002, will, as an inaugural faculty member, be considered a five-year contract non-tenured faculty member and will retain the title designation used in his or her employment contract for the 2002-03 academic year.

II. Participation of Non-Tenure-Track Faculty in Law School Governance

A. Eligibility to Vote at Faculty meetings

Except for those restrictions set out below, non-tenure-track faculty shall be eligible to vote at faculty meetings upon signing their three-year contract.

B. Restrictions with Respect to Promotion or Tenure of Tenure-Track Faculty.

Non-tenure-track faculty shall not be eligible to participate in discussion sessions concerning, or vote on the promotion or tenure of tenure-track faculty members.

C. Restrictions with Respect to Appointment of Tenure-Track Faculty

Non-tenure track faculty shall be eligible to participate in the discussion of, but shall not be eligible to vote on the appointment of tenure track faculty.

D. Participation with Respect to Hiring and Retention of Non-Tenure-Track Faculty

Non-tenure-track faculty shall be eligible to vote on recommendations to the RPT Committee with respect to the hiring of non-tenure-track faculty and with respect to contract renewal of a non-tenure-track faculty member employed under a shorter-term contract than that of the voting faculty member.

E. Eligibility of Non-Tenure-Track Faculty to Serve on Committees

Non-tenure-track faculty shall be eligible to serve on all law school committees except Retention, Promotion, and Tenure.

III. Working Titles for Non-Tenure Track Faculty

The academic title of non-tenure track faculty remains “lecturer”. Within the College of Law, non-tenure track faculty shall be granted the working title of “Legal Skills Assistant Professor”, “Legal Skills Associate Professor” or Legal Skills Professor”.

IV. Adjunct and Legal writing Professors

These rules do not apply to Adjunct and Legal Methods Professors.
3. LOOK-SEE VISITORS

The Rank and Tenure Committee shall review any look-see visitor seeking a College of Law position. The level of review will be determined by the amount of credit, if any, approved by the faculty at the initial appointment. If no prior credit was granted, the level of review will be the first year renewal standard.

4. FACULTY TENURE

1. Tenure may be granted to faculty employees as herein provided
2. Definition of tenure
   A. Preamble- Institutions of higher education are conducted for the common good. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist in order that society may have the benefits of honest judgment and independent criticism. The meaning of tenure in the academic community in the United States is simply a guarantee of annual reappointment for faculty employees until voluntary resignation, retirement, layoff or removal for just cause. Tenure does not guarantee permanent employment. Tenure assures the faculty employee security of employment and immunity from reprisals or threats due to an intellectual position or belief which may be unpopular. Tenure shall be in an academic department/unit.

   B. Criteria for Tenure – The criteria for faculty tenure shall require evidence of highly competent teaching and research and other scholarly activities, services, and contributions to the University and to society. Faculty employees considered for tenure normally shall hold the terminal degree, the President and Provost and Vice President for Academic Affairs may consider the following factors:
      (1) Professional Experiences
      (2) Work experiences
      (3) Demonstrated contributions to the teaching discipline
      (4) Technical and performance competencies
      (5) Record of publications
      (6) Certifications, and
      (7) Exceptional scholarly or creative activities.

   The term “appropriate academic field” as used in this rule means the faculty employee’s teaching discipline or a closely related discipline. Additional criteria shall be established by the college/school. Nomination of a faculty for tenure shall signify that the President is satisfied that the candidate will continue to make significant professional contributions to the University and to society.

   C. Tenure in the University - A faculty employee who has been granted tenure by the Board of Trustees (BOT) shall have the status of permanent member of the faculty and
be on the continuing employment of the University until he or she:

1. Resigns
2. Retires
3. Dies
4. Is dismissed for just cause; or
5. Is discontinued pursuant to the layoff provisions in Rules 6C-5.955 and 6C3-10.113, F.A.C.

3. Tenure–earning Appointments

A. Faculty appointments to the ranks of assistant professor, associate professor, and professor, which appointments do not include the appointment status modifiers of joint, acting, adjunct, provisional, visiting, research, clinical, courtesy, honorary affiliate or phased retirement are tenure-earning. Appointments which include the appointment status modifiers multi-year, joint, provisional, visiting, research, clinical, or affiliate may or may not earn time toward tenure, as determined by the President or Provost and Vice President for Academic Affairs at the time of appointment. Employees with appointments status modifiers of joint, provisional, visiting, research, clinical or affiliate will be notified in writing at time of appointment of the tenure-earning status of the position. In the event, the position is not designated as a tenure earning position, the time on the non-tenure earning position may be counted toward tenure-earning eligibility upon being appointed to a tenure-earning position.

B. If a Faculty employee is initially appointed to the rank of instructor and is subsequently appointed to a tenure-earning position, all or a portion of the Faculty employee’s prior service in such a non-tenure-earning position may be counted toward time required for tenure, provided the President or Provost and Vice President for Academic Affairs specifically agrees in writing to credit such service.

4. Eligibility for Tenure Nomination

A. Only those Faculty employees serving in tenure-earning position as described in 3, above, are eligible to be recommended for tenure at the University.

B. Except for Faculty employees who by virtue of prior service crediting at the time of their appointment, are eligible for consideration earlier, a decision whether to nominate a Faculty employee to tenure shall normally be made during the sixth year of continuous full-time service, or equivalent part-time service, in a tenure-earning position. The word “normally” as used in this rule takes cognizance of the fact that an employee may satisfy the requirements for tenure in his/her department or equivalent unit after less than 6 years of continuous full-time service, or equivalent part-time service. It also implies that an employee’s tenure earning eligibility may be deferred for a certain period. An employee’s written request for early tenure consideration is
subject to the University’s written agreement. Continuous employment for the purpose of tenure-earning eligibility consideration for full-time service shall mean employment during at least 39 weeks of any 12-month period. Continuous employment for the purpose of tenure-earning eligibility consideration for part-time service shall mean employment during at least one semester of any 12-month period. Part-time service of an employee employed at least one full semester in any 12-month periods shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service for purposes of tenure eligibility.

C. The number of years of previous tenure-earning service at other institutions of higher education which the President or Provost and Vice President for Academic Affairs may agree to approve as credit toward a Faculty employee’s eligibility time for tenure shall be agreed upon in writing at the time of employment, subject to the following restrictions: the President or Provost and Vice President for Academic Affairs may approve credit for not more than two years of tenure-earning service for a Faculty employee hired as an assistant professor, not more than three years for a faculty employee hired as an associate professor, and no more than four years for a Faculty employee hired as a professor.

D. Time spent by a faculty employee under joint appointment or exchange on a duly established personnel exchange program of the University or on a special assignment for the benefit of the University shall be counted toward the time for fulfillment of eligibility for tenure. In all such cases, the faculty employee shall be so informed in writing at the time leave is granted.

E. Time spent on uncompensated leave shall not be credited as time earned toward tenure, except by agreement of the Faculty employee and the President or Provost and Vice President for Academic Affairs. In deciding whether to credit uncompensated leave toward tenure eligibility, the President or Provost and Vice President for Academic Affairs shall consider the relevance of the employee’s activity while on such leave to the employee’s professional development and to the employee’s field of employment, the benefits, if any, which accrue to the University by virtue of placing the employee on such leave, and other appropriate factors. Time spent on compensated leave shall be credited as time earned toward tenure, unless the Faculty employee and the President or Provost and Vice President for Academic Affairs agree in writing that such leave is not to be credited.

5. Granting of Tenure.

A. By the end of six years of continuous full-time, or equivalent part-time service in a tenure-earning position in the University, a Faculty employee shall be nominated for tenure or given notice that further employment will not be
offered, in the affected position with reason(s), if requested by the employee, why the employee was not nominated for tenure.

B. Upon nomination by the President and approval by the BOT, tenure shall be granted. The effective date of tenure shall be the date of approval by the BOT. Each nomination for tenure shall be acted upon with careful consideration being given to the qualifications of the faculty employee, including evaluation by colleagues and the immediate supervisor. In making judgments pertaining to the decision to award tenure, evaluation of research and other creative activities by qualified scholars in pertinent disciplines both within and outside the University should be sought. When one of the duties of the faculty employee being nominated is teaching, the quality of the faculty employee's teaching shall be gauged by the standards outlined in this handbook, as well as Rule 6C3-10.130, F.A.C., which governs faculty evaluation and the approved criteria of the appropriate academic department/unit.

C. With sufficient justification, an employee may be nominated by the President and approved by the BOT for tenure at the time of initial appointment or prior to the sixth year of tenure earning service. The President or Provost and Vice President for Academic Affairs shall consider the recommendation of the department or equivalent unit prior to making his/her tenure nomination.

6. Transfer of Tenure - Transfer of tenure of faculty serving in bargaining unit positions is governed by the BOT. Tenure is not automatically transferable within the University; however, the tenure of a faculty employee may be transferred in accordance with university rules upon the nomination by the President and approval by the BOT.

7. Standards for Maintaining Tenure of Faculty Employees. An employee with tenure who is appointed to an administrative and professional position shall retain tenure in the academic position and in the academic department/unit where granted and not in the administrative appointment.

8. Duration of Tenure - A tenured faculty-member retains this status as long as he/she is employed in any appropriate academic unit of the University.

Amendment to Section B (b)(iii)(3) – Based on Provost Debra Austin’s comments to the faculty in Fall 2006, assistant professors are not required to seek promotion during their third year intensive review. As indicated by Provost ‘Austin, no faculty member is required to seek promotion at any time of their employment with the University.
The College of Engineering employs competent faculty members qualified to accomplish the mission of the College in teaching, research and service. All tenured or tenure-track faculty must have a minimum M.S. degree; most faculty have a Ph.D. or equivalent degree in engineering or related disciplines, and have a record of research activity and publication in their areas of specialization. Many are Professional Licensed Engineers registered in the State of Florida which is a State requirement to teach the capstone design course. Adjunct faculty have a minimum of a master’s degree. Teaching assistants must be graduate students pursuing a Ph.D. degree. Engineering faculty members pursue a program of continuing education and research, and participate in local, national and international professional societies.

The College of Engineering’s programs have continually since 1985 met the accreditation requirements of the Accreditation Board for Engineering and Technology (ABET) which includes faculty competency standards.
Florida A&M University
School of Nursing
Faculty Credentials Statement

The University and School of Nursing require that faculty be appropriately credentialed to teach assigned courses. Faculty must meet the minimum credentials requirements identified in the Guidelines on Faculty Credentials to Meet SASC Requirements (University Provost, July 29, 2005). These guidelines are:

- **Faculty teaching general education courses at the undergraduate level:** doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

- **Faculty teaching baccalaureate courses:** doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree-usually the earned doctorate-in the discipline.

- **Faculty teaching graduate and post-baccalaureate course work:** earned doctorate/terminal degree in the teaching discipline or a related discipline.

- **Graduate teaching assistants:** master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

In the School of Nursing, faculty teaching **undergraduate specialty courses** are expected to hold at least a master's degree in nursing and have completed at least 18 graduate semester hours in the discipline. Faculty teaching **core undergraduate nursing concepts** (e.g., research, leadership, etc.) should hold a master's degree in nursing plus have appropriate "related work experiences in the field, professional...certifications, honors and awards, continuous documented excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes" (University Provost, July 29, 2005). Instructional nursing faculty teaching **graduate and post baccalaureate course work** are expected to hold a master's degree in nursing and an earned doctorate in nursing or a related discipline and meet specialty accreditation preparation (e.g., NCC, NLNAC, etc.).

School of Nursing faculty teaching **nursing science courses** (e.g., pathophysiology) are expected to have at least a master’s degree in nursing and 18 graduate semester hours in the content area. In the School of Nursing, **non-nurse professionals** may teach selected
nursing classes/courses (e.g., pharmacology, pathophysiology, computers, etc.) in which they have appropriate academic expertise and credentials.

The Associate Deans of the Undergraduate or Graduate Programs are responsible to assure that faculty meet University and School of Nursing credentials policies in collaboration with the Dean. The Dean must send recommendations for exceptions to this policy to the Provost for approval. Documentation of each faculty’s credentials is kept in the faculty member’s official personnel file.

October 2005
The College of Engineering Sciences, Technology and Agriculture (CESTA) employs faculty members who are well qualified to accomplish the mission and goals of both Florida A&M University and CESTA. All CESTA faculty members must satisfy SACS’ standard on Faculty Competence. When Florida A&M University and CESTA are determining acceptable faculty qualifications, they give primary consideration to the highest degree earned in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, Florida A&M University is responsible for justifying and documenting the qualifications for its faculty.

For all faculty members (regular or adjunct) teaching at the baccalaureate level, a minimum of a master’s degree in the teaching discipline or a master’s degree, from an accredited institution, in a closely related field and eighteen (18) semester credit hours in the teaching discipline are required. In addition, all faculty members teaching at the master’s and doctoral levels are required to have at least the Ph.D. from an accredited institution in the teaching discipline or an equivalent degree in a closely related field.

**(Adapted from SACS’ Comprehensive Standard, CS 3.7.1)**
Division of Physical Therapy Faculty Credentials Statement

(CAPTE Accreditation Handbook/Self-Study Report):
Criterion 2.2.1.1. “Core faculty is sufficient in number and possesses the expertise to assure instructional design, content delivery and curricular evaluation.”

The core faculty of the Division of Physical Therapy have doctoral preparation or appropriate clinical expertise sufficient to meet the program goals and expected outcomes. At a minimum, each core faculty must have:

(1) Masters degree from an accredited University
(2) An earned doctorate or in progress
(3) A professional entry-level degree in field or closely related field or 18 graduate credit hours in teaching subject.

Collective faculty expertise provides a sound base for insuring adequate and appropriate instructional design, content delivery, and curricular evaluation to meet program and curricular needs.
The School of Business and Industry
SBI STATEMENT OF FACULTY CREDENTIALS

The School of Business and Industry employs faculty appropriately credentialed to achieve the mission of the School in teaching, research, and service. The School's specific credential requirements are codified in its standards for attaining and maintaining academic and professional qualifications, as described below.

SBI Standards for Attaining & Maintaining Academic and Professional Qualifications

The School of Business and Industry has two different standards (Educational and Research) for attaining and maintaining academic (AQ) and/or professional (PQ) qualifications. These standards are intended to reflect the variety of ways that faculty can maintain currency in their discipline and to recognize the different emphasis that faculty give to their activities.

In many cases faculty may qualify under both standards, but to attain or remain qualified, faculty must satisfy only one of these standards.

The standards for attaining and maintaining academic and professional qualifications were developed by the School's AACSB Faculty Planning and Development Action Group to be consistent with the School of Business & Industry mission.

ACADEMICALLY QUALIFIED

A faculty member must meet the following to secure their academically qualified (AQ) status.

Attainment of Status:

Educational Standard

- Received a terminal degree in a business or related field from a program accredited by AACSB or an equivalent non-business accrediting body. This will typically be a PhD or DBA, or received a JD degree from an accredited school, or

- Received a terminal degree in a business or related field outside the area of primary teaching responsibility from an accredited school, and completed at least 18 semester credit hours of graduate coursework in the field of primary teaching responsibility from an accredited school, or

- Received a terminal degree in a field outside the area of primary teaching responsibility from an accredited school and completed substantial intellectual contributions in the field of primary teaching responsibility; or received a specialized master’s degree in the field of primary teaching responsibility from an accredited school, and SBI faculty designates the faculty member a "specialized instructional resource" important to achieving the School's mission.
*Maintenance of Status:

**Educational Standard**
Received any of the above within the past five years or meet the following research standard:

**Research Standard**
- Achieve a total of five (5) intellectual contributions during the most recent five (5) year period:
- At least two (2) of the five (5) must be refereed journal articles published or accepted for publication,
- The remaining three (3) can be fulfilled from any the following categories: Discipline Based Scholarship or Learning and Pedagogical Scholarship or Contribution to Practice.

### Discipline Based Scholarship
- Scholarly book published by a major press
- Editor-reviewed article in a journal (as defined by the school journal lists)
- Software program that is documented and adopted by a professional organization, institution, or company
- Monograph published by a major press
- Refereed Proceedings publication at national, international or regional professional organization meeting
- Book Chapter in a scholarly book published by a major press

### And/Or

### Learning and Pedagogical Scholarship
- Paper presentation/Proceedings publication of presentation at national, international or regional professional organization meeting
- Non-Peer reviewed journal article
- Study Guide published by an independent entity (not self published)
- Case in a textbook/refereed journal/proceedings publication at an international, national, or regional professional conference
- Software program that is documented and adopted by a professional organization, institution, or company
And/Or

**Contributions to Practice**

- Formal "conference" participation (i.e., discussant, chairman, presenter, invited speaker) in professional meetings, faculty seminars, and panel discussions
- Formal continuing education course work
- Post-doctoral study in area of teaching assignment
- Participation in professional practice, consulting, faculty internships in teaching area
- Performing editorial duties for refereed journals or relevant professional conferences
- Holding offices in professional organizations
- Supporting professional associations as session organizers and paper discussants at conferences/meetings
- Service on an editorial review board of a peer reviewed journal
- Service as a reviewer for a refereed journal/textbook/conference
- Service as a peer reviewer for grant proposals
- Software program that is documented and adopted by a professional organization, institution, or company

+
PROFESSIONALLY QUALIFIED

A faculty member must meet the following (educational and professional experience requirements) to secure their professionally qualified (PQ) status.

Attainment of Status:

- Received at least master’s degree in a business or related field from a program accredited by AACSB or non-business accrediting body, (provided the candidate completed at least 18 semester credit hours of graduate coursework in the field of primary teaching responsibility), or
- Received a master’s degree in a business or related field outside the area of primary teaching responsibility from an accredited school, and completed at least 18 semester credit hours of graduate coursework in the field of primary teaching responsibility from an accredited school, or
- Received a master’s degree in a field outside the area of primary teaching responsibility from an accredited school and completed substantial intellectual contributions in the field of primary teaching responsibility; or received a specialized master’s degree in the field of primary teaching responsibility from an accredited school, or
- Received at least master’s degree in a business or related field from a program accredited by AACSB (provided the candidate completed at least 18 semester credit hours of graduate coursework in the field of primary teaching responsibility) or an equivalent non-business accrediting body and have a current license in a business-related field. This can but is not limited to a law license or a CPA license, etc., or
- Received at least master’s degree in a business or related field from a program accredited by AACSB (provided the candidate completed at least 18 semester credit hours of graduate coursework in the field of primary teaching responsibility) or an equivalent non-business accrediting body and have an active professional certification,
- Have extensive work experience related to the primary teaching area and SBI faculty designates the faculty member a “specialized instructional resource” important to achieving the School’s mission.

Maintenance of Status:

Educational Standard
- Fulfill any of the above within the past five years or meet the following research standard.

Research Standard
- Achieve a total of eight (8) intellectual contributions during the most recent five (5) year period from the following categories: Discipline Based Scholarship and/or Learning and Pedagogical Scholarship and/or Contribution to Practice (NOTE: No more than four (4) of any ONE item can be used for qualification). and
- Maintain professional currency and/or active professional certification in the area of primary teaching responsibility.