

UCA COLLEGE OF BUSINESS ADMINISTRATION

Graduate Faculty Status Criteria

Graduate Programs: Accountancy, and Business Administration

I. GENERAL INFORMATION

Faculty are eligible for Graduate or Associate Graduate Faculty status for an initial three-year term, after which this status may be renewed for either three or eight years, based upon the following criteria and departmental recommendation. All Affiliated Graduate Faculty are appointed to three year terms.

II. TEACHING AND PROFESSIONAL SERVICE REQUIREMENTS

All Graduate, Associate Graduate, and Affiliated Graduate Faculty in the College of Business should have a demonstrable record of excellence in teaching and professional service. Excellence in teaching and professional service may be exhibited through the following means:

A. Teaching Excellence

Evidence of teaching excellence may be demonstrated by any one of the following:

1. Instructor/course evaluations. In the case that the faculty member has never taught a graduate course, undergraduate instructor/course evaluations may be used.
2. Evidence of curricular development and/or assessment at the graduate level.
3. Student exit interviews or other appropriate departmental feedback concerning teaching excellence.
4. Direction of at least one graduate project or thesis as the committee chairperson

B. Professional Service Excellence

Evidence of excellence in professional service may be demonstrated by any one of the following:

1. Serving as a chair or reviewer for a research article, masters' thesis or doctoral dissertation.
2. Serving on the editorial board of a professional publication.
3. Presenting workshops or professional development seminars to faculty, students, or business professionals.
4. Serving as an officer or committee member in a state, regional, or national professional organization.
5. Organizing a state, regional, or national professionally related conference or conference session.
6. Providing service to a regional, state, or national professional organization.
7. Service to the community or public agencies that is directly related to the faculty member's professional expertise.
8. Serving as advisor to graduate student organizations.
9. Serving as a reviewer for a professional journal.
10. Other professional service activities approved by the relevant department head/coordinator.

III. RESEARCH/PROFESSIONAL DEVELOPMENT REQUIREMENTS:

Evidence concerning research/professional development is the distinguishing factor concerning the classification and term of graduate faculty appointment. Consequently, accomplishments in research and professional development, in accordance with the intellectual contribution requirements set forth in the College of Business Faculty Development Plan (see Appendix A), are considered in forming the criteria for graduate faculty appointment term and classification.

New hires having completed a terminal degree from an accredited institution in the past year are considered to be current in their field and therefore automatically meet the research/professional development requirements for the 3 year Graduate Faculty term. All other faculty are subject to the following criteria:

A. Three Year Appointment

Graduate Faculty:

- 1) Terminal degree in a relevant field, **and**

In the past three years:

- 2) One solo or co-authored refereed journal article, **and**
- 3) One Intellectual Contribution as defined by the College of Business Faculty Development Plan

Associate Graduate Faculty:

- 1) Appropriate graduate degree in a relevant field, **and**
- 2) Appropriate professional credentials, if applicable (such as certification, licensing, etc.), **and**
- 3) Minimum of 3 years of related professional experience, **and**
- 4) Good professional reputation as evidenced by professional awards, letters of reference, etc., **and**

In the past three years:

- 5) One Intellectual Contribution as defined by the College of Business Faculty Development plan.

B. Eight Year Appointment

Graduate Faculty

- 1) Terminal degree in a relevant field, **and**
- 2) Three peer reviewed journal articles in the past five years, **and**

Associate Graduate Faculty

- 1) Faculty granted three year graduate faculty status for three consecutive terms according to the criteria listed above may be granted an eight year graduate faculty status in their subsequent appointment.

IV. POLICY ON AFFILIATED GRADUATE FACULTY

In certain circumstances, the college may wish to utilize professionals with expertise in their field to staff graduate courses in the College of Business. These individuals are valued members of the faculty with unique insight garnered through hands-on business experience, thus making them valuable resources for graduate students in business. The decision to appoint a faculty member to Affiliated Graduate Faculty status rests with the relevant department head and requires approval by the Dean of the College of Business. All affiliated faculty must possess both a relevant advanced degree and significant work experience in an appropriate field. All Affiliated appointments to the graduate faculty are for three year terms.

APPENDIX A
EXAMPLES OF ACCEPTABLE INTELLECTUAL CONTRIBUTIONS AS LISTED IN THE
UCA COLLEGE OF BUSINESS FACULTY DEVELOPMENT PLAN

Intellectual contributions in the UCA College of Business include, but are not limited to:

- Articles published in refereed journals.
- Published research monographs.
- Publication of scholarly or research-based books.
- Awarded competitive, peer-reviewed grants.
- Articles published in the refereed proceedings of national or regional meetings.
- Articles published in pedagogical books.
- Chapters published in books.
- Publicly available research study or cases.
- Articles published in unrefereed journals.
- Textbooks
- Publicly available and distributed novel instructional software
- Presentation of invited or refereed papers at conferences.
- Refereed presentation at professional meetings.
- Article published in trade or professional journal.
- Presentation of applied research study or cases.
- Submission of an external, competitive, peer-reviewed grant proposal.
- Publication of book review.
- Publicly available documentation of a significant creative pedagogical development.
- Publicly available research working paper.
- Presentation at faculty research seminars.
- Presentation at professional development seminars.

Additional discussion concerning what constitutes an intellectual contribution in the UCA College of Business is presented on page 10 of the Faculty Development Plan.