

# COLLEGE OF BUSINESS AND TECHNOLOGY

## GRADUATE FACULTY POLICY

The Graduate Faculty of the College of Business and Technology is charged with designing, implementing, and maintaining the Graduate Programs in the College. The faculty in the non-business units of the College (Technology, Human Resource Development, and Computer Science) may serve on appropriate College committees, and the qualifications required for Graduate Faculty status will follow the University guidelines as noted in the HOP. The requirements for Graduate Faculty status for *business* faculty will be governed by this policy document which has higher level standards than the University policy and provides more specificity. Going forward in this document, faculty refers to *business* faculty.

The University has established two levels of Graduate Faculty: Graduate Teaching Faculty and Graduate Research Faculty, with the Teaching Faculty possessing a Doctorate and the Research Faculty required to demonstrate a “consistent and continuous level of research/scholarship/creative activities in the discipline”. While a given faculty member may have *University* Graduate Faculty Status, they must meet the requirements stated below to have *Business* Graduate Faculty Status. Graduate Faculty status will be conferred for a term of five years.

### Requirements for Business Graduate Faculty Status

The Business Graduate Faculty should be active scholars with research programs which result in publication in refereed journals as well as other research-based intellectual contributions. Members of the Graduate Faculty of the College must be intellectually current in accordance with AACSB accreditation standards, and, as such, be qualified as SA. To be considered SA, a faculty member must hold an appropriate doctorate in the area of their assignment or establish equivalency as provided by AACSB accreditation guidelines. Intellectual currency is maintained through scholarly achievement as evidenced by publications in scholarly/professional journals as defined in the College’s *Faculty Qualifications and Engagement Policy*.

Faculty, or part-time faculty, that have significant and substantive professional experience that relate specifically to the discipline and course taught may also teach at the graduate level even though they may not be classified as Graduate Faculty. These faculty would normally be considered Instructional Practitioner (IP), but, depending on the specific situation, may also be either SP or PA. These would be considered exceptions and approved by the Dean.

## **Review and Reappointment Process**

1. Faculty who are eligible for appointment/reappointment should submit an *Application for Appointment to the Graduate Faculty* to the appropriate Department Head by April 1 of the appropriate year. Incoming faculty with newly earned doctorates must apply during their first semester in residence.
2. The *Application for Appointment to the Graduate Faculty* should be accompanied by an updated resume and a current *Faculty Qualification and Engagement Worksheet*.
3. The Department Head will evaluate the application in terms of the criteria for appointment or reappointment and indicate a recommendation. The applications and corresponding recommendations will be forwarded to the Graduate Committee by April 15.
4. The Graduate Committee will evaluate the application in terms of the criteria for selection and appointment and indicate a recommendation to the Dean.
5. Final recommendations to the Dean should be made by May 1. Recommendations to the Dean for incoming faculty with newly earned doctorates, should be made by September 1. Faculty will be notified by the Dean regarding the final decision regarding College Graduate Faculty status within 30 days of the Dean's receipt of the Committee recommendation. Favorable College recommendations will be forwarded to the Graduate Dean for appropriate University classification.

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## Application for Appointment to the Graduate Faculty

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a current resume/cv.

Attach a current Faculty Qualification and Engagement Worksheet.

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Department Head's Evaluation

Faculty Qualification Status SA \_\_ PA \_\_ SP \_\_ IP \_\_

Special Credentials or Qualifications \_\_\_\_\_

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Department Head: Approval \_\_ Denial \_\_ Date: \_\_\_\_\_

If Denial, explain why: \_\_\_\_\_

Graduate Committee: Approval \_\_ Denial \_\_ Date: \_\_\_\_\_

If Denial, explain why: \_\_\_\_\_

Dean: Approval \_\_ Denial \_\_ Date: \_\_\_\_\_

If Denial, explain why: \_\_\_\_\_

Date faculty member notified: \_\_\_\_\_

Date Graduate Dean notified: \_\_\_\_\_