

FACULTY CREDENTIALS AND STAFFING

Policy for Determining Academic and Professional Qualifications and Participating and Supporting Faculty

College of Business
Louisiana Tech University

Undergraduate instruction has historically been and continues to be a major commitment of the University and the College of Business. However, the College of Business at Louisiana Tech University has graduate (MBA, MPA, DBA) programs and recognizes its responsibility to provide high quality graduate instruction and research experiences for the students enrolled in the graduate programs. Consequently, the College is committed to hire primarily faculty who hold doctoral degrees in their respective teaching areas, qualify for appointment to doctoral graduate faculty, and demonstrate strong research skills. These faculty are required to remain Academically Qualified and to maintain the credentials necessary to retain doctoral graduate faculty status. In addition to the Academically Qualified doctoral faculty, the College will employ non-tenure track Professionally Qualified and Academically Qualified faculty, as needed, to meet the basic undergraduate instructional needs in the specialized business fields.

Participating and Supporting Faculty

Depending upon their responsibilities, faculty are either designated Participating Faculty or Supporting Faculty. Participating Faculty are those who participate in activities beyond the instruction of their classes. All full-time continuing faculty designated as Participating Faculty, regardless of rank, are expected to provide effective meaningful instruction, engage in course/curricular decisions, advise students, conduct research, complete service assignments, and have a voice in relevant policy decisions. In addition, adjunct faculty and part-time faculty members who engage in course/curricular decisions and take part in faculty meetings for those purposes are designated Participating Faculty. Supporting Faculty are those who are assigned to instructional responsibilities without any expectations for involvement in course/curricular decision making, research, or service activities.

Faculty Recruitment and Selection

The College of Business complies with the Louisiana Tech University *Policies and Procedures Manual* for faculty recruitment and selection. Faculty recruitment and selection processes are focused on attracting highly motivated and qualified individuals. Each academic unit will develop a faculty committee to conduct authorized faculty searches in collaboration with the Department Head/Director. The faculty committee chosen by the Department Head/Director should consist of tenured and tenure-track faculty or may be comprised of the entire faculty in the discipline. Faculty actively

participate in the recruitment, interview, and evaluation process, and make recommendations for employment. Teaching, research and service are important aspects for tenure-track faculty positions. The interview process generally includes a research presentation to the College of Business faculty by prospective faculty members which gives current faculty, administrators and students an opportunity to evaluate their presentation skills, their language proficiency, and their research knowledge/skills.

The search process places a high priority on ensuring a diverse pool of candidates with particular attention and special efforts given to encouraging under-represented groups to apply for faculty positions.

Hiring faculty on a short-term basis (primarily adjunct and visiting positions) may be accomplished with less formality.

Faculty Rank and Graduate Status

Faculty hired at the rank of instructor may be Academically or Professionally Qualified and have an MBA/MPA or other appropriate graduate degree (e.g., a masters degree in the specific business discipline) in order to teach at the undergraduate level. Those hired as Professionals in Residence will be Professionally Qualified and, in the majority of cases, have an MBA/MPA or other appropriate master's degree in order to teach at the undergraduate level. Candidates hired at the rank of assistant professor must be Academically Qualified. Those hired at the associate professor or professor rank must meet the minimum standards for such rank as indicated in College of Business Faculty Promotion and Tenure Guidelines and must also be Academically Qualified.

Candidates being considered for hire as tenure-track faculty are expected to meet the standards for doctoral graduate faculty status as designated in the College of Business Selection and Review of the Graduate Faculty policies and procedures document.

Academically Qualified Faculty

Academically Qualified faculty will meet one of the following criteria:

- Doctoral degree in the academic area in which the individual teaches.
- Doctoral degree in a business field; primary teaching responsibility in a business field outside the area of academic preparation; actively involved in their area of teaching responsibility through publishing in refereed journals, professional meetings, or related activities.
- Doctoral degree in a field other than business; primary teaching responsibility incorporates area of academic preparation; actively involved in areas of teaching responsibility through publications in refereed journals, professional meetings, or related activities.
- Those without doctoral degree, but with specialized graduate degree or specialized coursework in the field of primary teaching responsibilities.

- These include doctoral candidates who have completed all but the dissertation in their program of study and doctoral teaching assistants who have completed 18 graduate hours in the discipline.

Faculty with doctoral degrees as noted above will be considered Academically Qualified for the five years immediately following the awarding of their degrees. Doctoral students in the final stages of their degree program will be considered Academically Qualified for the three years immediately following their designation as ABD (all but the dissertation). Persons beyond these timeframes must maintain their status as noted below.

Maintaining Status as an Academically Qualified Faculty Member

The field of business is dynamic and in order to remain academically qualified, faculty must augment their original academic preparation with activities that demonstrate they have maintained or had additional preparation for their current teaching responsibilities. At the time of the Annual Faculty Review in the Spring Quarter, the faculty member's status as an Academically Qualified Faculty Member will be evaluated.

- Graduate Faculty. Any faculty member meeting the College's requirements to be a member of the Graduate Faculty (Doctoral or Masters—see *College of Business Selection and Review of the Graduate Faculty*) will be deemed as Academically Qualified (for Doctoral or Masters respectively).
- Faculty Not Appointed to the Graduate Faculty. Faculty members not meeting the requirements to serve on the Graduate Faculty may teach at the undergraduate level only. To be Academically Qualified the faculty member must have (a) one refereed journal article during the past five years OR (b) evidence of currency through such activities as the following during the past five years:
 - Presentation or proceedings at a conference
 - External or internal grant/contract
 - Development and dissemination of a case study
 - Development and presentation of discipline-related professional development course for a professional audience
 - Service on an editorial board
 - Service as a board member or officer in a national and/or regional academic or professional organization
 - Journal editorship
 - Significant consulting activities.
- Administrators. Administrators may maintain their status as Academically Qualified as noted above or through faculty development activities that support their administrative role. The activities should be substantive and relevant to the role the administrator plays in support of the College of Business' mission.

Activities may include:

- Attendance at AACSB or related professional conference or workshops
- Professional presentations relating to their administrative role
- Publishing on administrative related topics
- Leadership in organizations related to higher education administration
- Coursework in administrative or leadership issues.

Professionally Qualified Faculty

Professionally Qualified Faculty will generally have at least an MBA/MPA, M.S. or M.A. in their area of teaching responsibility and professional experience related to their area of teaching responsibility. In some cases, a person with professional experience of significant duration and responsibility related to his/her area of teaching and without a master's degree may be employed as a Professional-In-Residence, Instructor or adjunct faculty for undergraduate instruction. Professional experience must be significant and current when the faculty member is hired. Professionally Qualified Faculty will be considered Professionally Qualified for the five years immediately following initial hiring.

Maintaining Status as Professionally Qualified Faculty Member

To remain current, faculty are expected to participate in activities that maintain the currency and relevance of their instruction. In order to maintain their qualifications, Professionally Qualified Faculty members may:

- Engage in research and publish their findings in academic, professional or trade journals or proceedings
- Publish other intellectual contributions in technical reports, textbooks, and supporting materials
- Complete graduate work in their fields
- Obtain appropriate professional certifications
- Attend professional development programs in their fields
- Achieve significant grants/contracts
- Use their expertise for consulting and/or related business activities
- Serve on a board of directors

At the time of the Annual Faculty Review in the Spring Quarter, the faculty member's Professionally Qualified status will be evaluated. The quality, quantity, and duration of these activities will be reviewed by the department head/director to ensure the qualification is maintained.

Evaluation of Faculty

All faculty are evaluated annually in the areas specified by the University: instruction which includes student advising, research, service, and collegiality

Evaluation of faculty for maintenance of currency of their academic or professional qualifications is integrated into the regular evaluation cycles and utilizes the procedures and policies currently in use by the College of Business and Louisiana Tech University.