

AACSB Form for Classifying Academic Faculty Qualifications

Faculty Name: _____ **Status:** ☐ Tenured ☐ Tenure track ☐ Instructor ☐ Adjunct
Department: _____ **Date:** _____ **Period:** 9/1/2018-8/31/2023

AACSB standards require that all faculty be classified according to their credentials as Scholarly Academics (SA), Practice Academics (PA), Scholarly Practitioners (SP) Instructional Practitioners (IP). AACSB standards state that SA faculty 'sustain currency and relevance through scholarship and related activities', PAs (Practice Academic) 'through professional engagement, interaction, and relevant activities', SPs (Scholarly Practitioner) 'through professional experience, engagement or interaction and scholarship related to their professional background and experience', and IPs (Instructional Practitioner) 'sustain currency and relevance through continued professional experience and engagement related to their professional backgrounds and experience.' A faculty member not meeting the criteria for any of these categories is considered "Other." Upon hire, faculty must meet the appropriate academic preparation but then must maintain credentials through intellectual and other activities depending on the classification (See COB's *Standards for Faculty Sufficiency & Faculty Qualifications* document for further details).

Please complete this form to determine your AACSB classification. *This information is used primarily to provide statistics for AACSB accreditation. The AACSB Peer Review Team (PRT) may interview you to verify the activities you have indicated.*

Part A. Check the following that best describes your academic preparation:

- _____ 1. A doctoral or Juris Doctor (J.D.) degree in the field in which the individual teaches. **Skip to Part B**
_____ 2. A master's degree with substantial (18+) specialized graduate coursework in the field of primary teaching responsibilities, but no research doctoral degree (may be ABD). **Skip to Part D.**

Part B. Scholarly Academic (SA) Maintenance Criteria - To maintain SA qualification you must, over the **most recent five-year period**, complete at least the following:

- Two peer-reviewed journal publications (PRJs) and
- One Additional Primary Intellectual Contribution

Each PRJ must be published in a Cabell's listed journal or other widely circulated database.

(Please place the number of items in the blank before the following activity as appropriate.)

Number	Activity
_____	Peer-reviewed publication(s)
_____	Research Monograph(s)
_____	Peer-reviewed conference paper presentation(s) at top-tier conferences
_____	Peer-reviewed conference workshop presentations at top-tier conferences
_____	Scholarly research-based books (first edition or major revision)
_____	Chapter in a scholarly book (first edition)
_____	Editorship(s)-in-Chief of scholarly journals
_____	Publications in top-tier trade journals
_____	Popular press books and articles in field
_____	Program chair at a national or international conference
_____	Principal or co-principal investigator for an externally funded grant of \$50,000 or more
_____	Total number of academic activities

- ☐ I meet the SA criteria stated above. Go to Part F and sign.
- ☐ I meet the SA criteria stated above because I received a doctoral degree within the last 5 years, or I am ABD and passed the last comprehensive exam in the past three years. Go to Part F and sign.
- ☐ I did not meet the SA criteria stated above. Continue to Part C.

Part C. Practice Academic (PA) Maintenance Criteria - To maintain PA qualification you must, over the **most recent five-year period**, have completed at least three (3) of the following Professional Activities per the [COB Faculty Sufficiency & Qualifications policy](#).

Professional ActivitiesNumber **Activity**

- ____ Consulting
- ____ Professional certification that applies to teaching field
- ____ Software development based on use and availability
- ____ Operating a business
- ____ Board membership with decision making or advisory responsibility
- ____ Practical experience in field
- ____ Public office
- ____ Professional continuing education
- ____ Discipline specific community service
- ____ Professional organization officer
- ____ Completed additional graduate work in teaching field
- ____ Participation in professional development programs in field
- ____ Creating and/or delivering an executive education seminar for a business organization or discipline-based professional group

____ **Total number of academic activities**

- ☐ I meet the PA criteria stated above. Skip to Part F and sign.
- ☐ I do not meet the PA criteria stated above. Continue to Part D.

Part D. Scholarly Practitioner (SP) Maintenance Criteria - To maintain SP qualification you must, over the **most recent five-year period**, have completed at least one (1) Primary Intellectual contribution, one (1) Professional activity, and one (1) additional Intellectual Contribution or Professional Activity per the [COB Faculty Sufficiency & Qualifications policy](#).

Primary Intellectual Contributions:

- | Number | Activity |
|--------------------------|---|
| <input type="checkbox"/> | Peer-reviewed publication(s) |
| <input type="checkbox"/> | Research Monograph(s) |
| <input type="checkbox"/> | Peer-reviewed conference paper presentation(s) at top-tier conferences |
| <input type="checkbox"/> | Peer-reviewed conference workshop presentations at top-tier conferences |
| <input type="checkbox"/> | Scholarly research-based books (first edition or major revision) |
| <input type="checkbox"/> | Chapter in a scholarly book (first edition) |
| <input type="checkbox"/> | Editorship(s)-in-Chief of scholarly journals |
| <input type="checkbox"/> | Publications in top-tier trade journals |
| <input type="checkbox"/> | Popular press books and articles in field |
| <input type="checkbox"/> | Program chair at a national or international conference |
| <input type="checkbox"/> | Principal or co-principal investigator for an externally funded grant of \$50,000 or more |

Secondary Intellectual Contributions:

- ☐ Peer-reviewed conference papers
- ☐ Peer-reviewed conference workshop presentations
- ☐ Chapter author
- ☐ Publications in trade journals
- ☐ Published book reviews
- ☐ Published cases with instructional materials (non-peer reviewed)
- ☐ Textbook chapters or teaching modules (first edition or revision)
- ☐ Popular press book or article in field
- ☐ Associate editorships of scholarly journals
- ☐ Editorial board memberships
- ☐ Journal editorial staff
- ☐ Journal reviewer
- ☐ Editor/reviewer of an academic conference proceedings
- ☐ Publicly available materials describing the design and implementation of new curricula or courses
- ☐ Other invited research presentations/writings
- ☐ Successful competitive research grant proposal awards from major national or international agencies
- ☐ Track chair at a national or international conference
- ☐ Scholarly contribution with an undergraduate or graduate students that results in a measurable outcome

Professional Activities

- ☐ Consulting
- ☐ Software development based on use and availability
- ☐ Operating a business
- ☐ Board membership with decision making or advisory responsibility
- ☐ Professional organization officer
- ☐ Practical experience in field
- ☐ Public office or Discipline specific community service
- ☐ Professional continuing education
- ☐ Completed additional graduate work in teaching field

- _____ Professional certification that applies to teaching field
- _____ Participation in professional development programs in field
- _____ Create/deliver executive education seminar for a business organization or discipline-based professional group

- ☐ I **meet the SP criteria stated above**. Skip to Part F and sign.
- ☐ I **do not meet the SP criteria stated above**". Continue to Part E.

Part E. Instructional Practitioner (IP) Maintenance Criteria - To maintain IP qualification you must, over the **most recent five-year period**, have completed at least three (3) of the following Professional Activities per the [COB Faculty Sufficiency & Qualifications policy](#).

Professional ActivitiesNumber **Activity**

- ____ Consulting
- ____ Professional certification that applies to teaching field
- ____ Software development based on use and availability
- ____ Operating a business
- ____ Board membership with decision making or advisory responsibility
- ____ Practical experience in field
- ____ Public office
- ____ Professional continuing education
- ____ Discipline specific community service
- ____ Professional organization officer
- ____ Completed additional graduate work in teaching field
- ____ Participation in professional development programs in field
- ____ Creating and/or delivering an executive education seminar for a business organization or discipline-based professional group

____ **Total number of academic activities**☐ I meet the IP criteria stated above. Continue to Part F and sign.☐ I do not meet the IP criteria stated above so I am considered "Additional Faculty". Continue to Part F and sign.

Office of the Dean

College of Business

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PART F. Indicate appropriate AACSB faculty qualification status and sign.

☐ SA ☐ PA ☐ SP ☐ IP ☐ Additional Faculty Signed _____
(Faculty Member Signature)

☐ SA ☐ PA ☐ SP ☐ IP ☐ Additional Faculty Signed _____
(Department Head Signature)

**AACSB Form for Classification
Participating or Supporting Faculty Status**

Faculty Name: _____ **Status:** ☐ Tenured ☐ Tenure track ☐ Instructor ☐ Adjunct
Department: _____ **Date:** _____

AACSB standards require that all faculty be classified as either *participating* or *supporting*. *Participating* faculty members are actively engaged in activities of the college and in matters that go beyond direct teaching responsibilities, including policy and procedural decisions, advising, assessment of assurance of learning, research and service. *Supporting faculty members* engage only in direct teaching responsibilities (preparing, teaching, grading, and holding office hours) and are not expected to be involved in other activities of the college. (See COB's *Standards for Faculty Sufficiency & Faculty Qualifications* document for further details.)

Please complete this form to determine your status as a *participating* or a *supporting* faculty member by counting the number of activities in which you engaged during the last *academic year*.

- | I. Instructional Activities Beyond Direct Teaching Responsibilities | Number |
|---|--------|
| a. Attended teaching/pedagogy workshops or seminars | _____ |
| b. Participated in other faculty development events or activities | _____ |
| c. Writing and published teaching materials (books, chapters, cases, scholarly books) | _____ |
| d. Designed and developed new curriculum and courses | _____ |
| e. Participated in study abroad trips/courses in a faculty leadership role | _____ |
| f. Participated in assessment activities | _____ |
| | |
| 2. Scholarly Activities | |
| a. Conducted academic research | _____ |
| b. Participated in funded research and/or grant activities (submitted and/or funded) | _____ |
| c. Made presentations at academic/professional meetings | _____ |
| d. Published/accepted in academic or professional journals | _____ |
| e. Published/accepted in proceedings from scholarly meetings | _____ |
| | |
| 3. Service Activities | |
| a. Served on department, college, or university committees | _____ |
| b. Served as a faculty advisor to official student organizations | _____ |
| c. Served as an advisor during student registration periods (count# of semesters) | _____ |
| d. Regularly attended and actively participated in departmental meetings and activities | _____ |
| e. Regularly attended and actively participated in college meetings and activities | _____ |
| f. Participated in academic or professional organizations related to one's field
(Includes activities as journal editors, associate editors, or editorial board members) | _____ |
| g. Attended academic or professional meetings related to one's field | _____ |
| h. Served as a manuscript reviewer for journals related to one's field | _____ |

Total activities (If you have more than 10 activities, you are a Participating Faculty Member) _____

☐ Participating ☐ Supporting

Signed _____
(Faculty Member Signature)

☐ Participating ☐ Supporting

Approved by _____
(Department Head Signature)

*This information will **NOT** be used for merit, tenure or promotion or any other personnel decisions. It is used to accumulate updated AACSB accreditation information. The AACSB review team may interview you to verify the activities you have indicated.*