

## **Information about Graduate Faculty Credentialing at Muma College of Business at USF**

### **Summary:**

The credentialing policy shown below was instituted about one year ago for the last SACS accreditation visit.

According to this policy faculty who teach graduate courses must have a doctorate or terminal degree in the field taught (or a related field), with the possibility of exceptions recommended by departments. Determination of eligibility is made by the College.

In addition, the College is AACSB-accredited, which requires four faculty classifications: Academically-Qualified, Professionally-Qualified, Participating and Supporting Faculty. The definition of those classifications is included after the SACS-driven policy.

The policy of who can serve on dissertation committees is included in the Ph.D. Handbook for the College

<http://www.usf.edu/business/documents/graduate/doctoral/phd-handbook.pdf> . This general policy has been operationalized to require that anyone serving as a chair must have already served on a previous committee as at least a member for a completed dissertation. We commonly use the co-chair for dissertation committees for the first time one faculty member serves in that role.

### **College of Business**

#### **Faculty Qualification/Credentials**

To ensure graduates have the knowledge, skills and abilities required to compete successfully in the global environment of business, leading business schools have expanded course offerings, especially at the graduate level, to include courses not traditionally considered elements of business curricula. Examples include written, oral and electronic communications, business intelligence, cybersecurity and presentation skills. The faculty engaged to develop and teach these courses are, in most cases, adjunct faculty who bring special expertise and experience to the classroom. These faculty members are considered "College of Business" faculty and are based in the dean's office rather than in discipline-based departments.

Both SACS Standard 3.71 and USF Policy 10-115 address faculty qualifications for teaching at the undergraduate and graduate levels. The SACS Commission guidelines "Faculty Credentials" notes that (1) faculty teaching baccalaureate courses are expected to hold a doctoral or master's degree in the discipline taught or a master's degree with a concentration in the discipline equivalent to 18 graduate

semester hours and (2) faculty teaching graduate or postbaccalaureate courses are expected to hold a doctorate or other terminal degree in the field taught or a related field. USF policy 10-115 mirrors the SACS guidelines but further notes that “Exceptions may be made for individuals who do not meet the above qualifications but who are considered by the department to possess other demonstrated competencies and achievements that provide evidence to support effective teaching and student achievement.”

The College of Business holds separate accreditation from the Association to Advance Collegiate Schools of Business (AACSB). AACSB Standard 15, which addresses faculty qualifications, requires that faculty meet criteria for classification as Scholarly Academic, Practice Academic, Scholarly Practitioner, or Instructional Practitioner with at least 40% of faculty meeting the criteria for Scholarly Academic (terminal degree in the field taught or equivalent and a record of basic, discipline-based research); 60% meeting the criteria for Scholarly Academic or Practice Academic (terminal degree in the field taught or equivalent and a record of substantive “linkages to practice”); and at least 90% meeting the criteria for one of the four categories.

#### College of Business Interpretation

Because business draws on concepts and theories from a diverse set of disciplines including psychology, sociology, anthropology, economics, mathematics and statistics, neuroscience, mass communication/advertising, public policy, communication, social media, information and computer science and other related areas, terminal or master’s degrees in any of these fields may be considered sufficient academic preparation to teach specialized business courses.

To teach at the undergraduate level, College of Business faculty must hold 1) a Ph.D. or equivalent degree from an accredited institution in the field in which they teach or in a related discipline as described above, or 2) a master’s degree with 18 graduate semester hours in the field in which s/he teaches or a related field. In exceptional cases, significant experience in the field in the profit or not-for-profit sector may substitute for 18 graduate hours in the field; however, master’s degree or equivalent is required. To teach at the graduate level, College of Business faculty must hold a Ph.D. or equivalent degree from an accredited institution in the field in which they teach or in a related discipline as described above.

## AACSB Classifications

### Policies on Academic Qualifications

#### Academically Qualified Faculty

Academically Qualified (AQ) status is achieved based on academic preparation and maintained by publishing in appropriate peer-reviewed publications. Other published contributions may also be considered if they have the potential for scholarly impact.

Achieving AQ Status—the normal expectation is that AQ faculty will have an earned doctorate from an institution at which the ability to conduct original research intended to make a substantive contribution to the field is a key element of the program. For AQ faculty without academic preparation in the field in which they teach or a related field, research activity leading to publications in the field in which they teach or additional academic preparation/professional experience must be demonstrated. Doctoral students who have completed at least 18 hours of graduate work in their discipline and are no more than three years beyond the completion of their comprehensive exams are considered to have met the academic preparation requirement.

Maintaining AQ Status—to maintain AQ status, every five years faculty members must publish at least two articles or equivalent intellectual contributions, including scholarly books, research monographs, or sections/chapters of such publications, subject to peer review. Other published contributions may also be considered if they have the potential for scholarly impact.

Overall, 60% of faculty are expected to maintain AQ status; however faculty teaching in the doctoral program are expected to maintain AQ status via discipline-based research in peer-reviewed publications. Faculty whose principal teaching assignments are in discipline-specific master's, professional programs (MBA and MS in Entrepreneurship), and the undergraduate program may develop a portfolio of peer review intellectual contributions that includes discipline-based research, contributions to practice, and contributions to learning/pedagogy.

Faculty who have recently completed a doctorate are considered AQ for five years from the date of the degree; doctoral students who have completed at least 18 graduate hours in their disciplines maintain their AQ status for three years beyond the completion of their comprehensive exams.

#### Professionally Qualified Faculty

Achieving PQ Status—Professional Qualification is achieved by fulfilling two requirements:

1. In most cases, possess at least a master's degree (or equivalent qualification) in a discipline or field related to the area of teaching responsibilities;
2. Professional experience at the time of hiring that is significant in duration and level of responsibility and consistent with the area of teaching responsibilities

Maintaining PQ Status—All faculty must maintain continuous development activities that demonstrate the maintenance of intellectual capital (of currency in the teaching field) consistent with the teaching responsibilities. Other standards for maintaining PQ status differ for supporting and participating faculty. Supporting faculty may maintain PQ status by continuing substantial employment, or other appropriate professional activity, or by any of the means available to participating PQ faculty.

Participating faculty are required to demonstrate continued intellectual capital in the field. This may be demonstrated in either of two arenas:

1. Academic activity in the field such as articles written, conference presentations, case research and writing, and/or other scholarly work, or,
2. Professional activity in the field such as participation in workshops, technical and trade publications, maintaining professional certification, consulting, serving as an expert witness, and other applied pursuits.

To remain PQ, participating faculty must have performed at least two of the demonstrations of currency within the past five years.

To teach graduate classes, the same requirements apply except that the faculty member must possess a terminal degree in the field taught.

### **Policies on Participating and Supporting Faculty**

A **participating faculty member** actively engages in the activities of the college in matters beyond direct teaching responsibilities. Such matters might include policy decisions, educational directions, advising, research, and service commitments. The faculty member may participate in the governance of the school, and be eligible to serve as a member on appropriate committees that engage in academic policymaking and/or other decisions. The individual may participate in a variety of non-class activities such as directing extracurricular activity, providing academic and career advising, and representing the school on institutional committees. S/he may be eligible for, and participate in, faculty development activities and take non-teaching assignments for such activities as appropriate to the faculty role. Whether full or part time, tenure-earning, tenured, or non-tenure-earning, the college considers faculty who engage in activities beyond the performance of teaching responsibilities to be participating faculty.

A **supporting faculty member** does not, as a rule, participate in the intellectual or operational life of the school beyond the direct performance of teaching responsibilities. Usually, a supporting faculty member does not have deliberative or involvement rights on faculty issues, have membership on faculty committees, nor is the individual assigned responsibilities beyond direct teaching functions (i.e., classroom and office hours). A supporting faculty member's appointment is normally exclusively teaching responsibilities and is normally ad hoc appointment, for one term or one academic year at a time without the expectation of continuation.

### **Dissertation Committee**

The Dissertation Committee is charged with the responsibility of guiding and approving both the nature and scope of the dissertation topic and the research methodology to be used. As soon as an area of research is determined and a Dissertation Chairperson is chosen, a Dissertation Committee will be approved for the student. The selection of a dissertation committee must be finalized prior to a student's admission to candidacy.

The Dissertation Committee consists of at least four faculty members. Members of the committee must include at least three representatives from the student's concentration department (Accountancy, Finance, ISDS or Marketing). One member must be selected from outside the student's concentration department. However, it is possible to have an outside member from the area of concentration who is at another institution.

The Dissertation Committee is distinct from the student's Doctoral Advisory Committee and may be comprised of different faculty members. It is not necessary that the student's Major Advisor serve as either the Dissertation Chairperson or be a participating member of the Dissertation Committee. Once the Dissertation Committee has been selected, the Dissertation Chairperson, in consultation with the Department Chairperson, submits the names of the selected committee members to the Muma College of Business Associate Dean of Academic Affairs for formal appointment. The names are submitted on the Graduate Student Supervisory Committee Appointment form (see appendix).

### **Selecting a Dissertation Chairperson (Advisor) and Committee Members**

The candidate, in consultation with the concentration area's Doctoral Program Coordinator and Department Chairperson, selects a Dissertation Committee Chairperson. The Dissertation Chairperson must be a member of the USF faculty and be chosen consistent with the scope and direction of the student's proposed research interests. The Chairperson should be knowledgeable about the subject matter with which the dissertation will be concerned, and must have experience serving on dissertation committees. Once the selected individual has agreed to serve, the candidate and the Dissertation Chairperson work together, in consultation with the concentration area Doctoral Program Coordinator, to recruit the remaining qualified committee members. Generally, the candidate and the Dissertation Chairperson will attempt to choose the dissertation committee faculty members:

1. Whose area of specialization provides the needed expertise on various aspects of the dissertation, thus ensuring that the dissertation research is of highest quality,
2. Whose areas of interest are relevant to some aspect of the dissertation, thus increasing the likelihood that they will agree to serve on the committee, and
3. Who are likely to work well with the student, as well as work together as a committee.