

The Belk College of Business

Policy Statement on Academic and Professional Qualifications

The Belk College of Business is committed to maintaining a faculty of high quality that is consistent with its mission and objectives. Carrying out that mission requires that tenured and tenure-track faculty members achieve appropriate academic preparation by earning doctoral degrees that are in, or are closely related to, their field of teaching and research. Non-tenure track faculty, if not possessing a doctoral degree, should have earned at least a masters degree in an appropriate discipline augmented by practical experience that further prepares the faculty member for an instructional role in the College. However, academic preparation and practical experience alone are not sufficient to maintain the ability to teach or to do research. The faculty member must engage in a regular program of continuous learning. This document describes the College's expectations of the faculty to maintain appropriate academic or professional qualifications.

I. Academic Qualification for Tenure-Track and Tenured Faculty

Academic qualification requires a combination of original academic preparation (degree completion) augmented by subsequent activities that establish or maintain preparation for current teaching responsibilities. Faculty in the Belk College of Business with permanent tenure or who are on tenure-track appointments are expected, at a minimum, to maintain academic qualification. A tenured or tenure-track faculty member is academically qualified if he or she meets the following criteria:

1. The faculty member holds an appropriate doctorate. A faculty member hired into the Belk College may assume that his or her doctorate was deemed appropriate for the teaching field for which he or she was hired. Faculty who take on new teaching areas must be careful to ensure that they are academically qualified for instruction in that area. Within closely related areas, this is seldom a problem; however, the more distant the field becomes from the original field of preparation, the more likely the faculty member will need to demonstrate competency by additional academic preparation or through advanced scholarship in the new field.
2. A faculty member who has earned an appropriate doctorate in his or her teaching field during the most recent five-year period will be deemed to be academically qualified.
3. If the faculty member holds an appropriate doctorate completed prior to the most recent five-year period, the faculty member must demonstrate that competence in the primary teaching discipline is being maintained through continuing efforts to learn and understand about developments in the discipline and how those developments are applied in practice. In addition, the faculty member must engage in activities that maintain currency in his or her discipline's developing field of scholarship.

To maintain his or her classification as academically qualified, a faculty member must:

- A. Publish at least three articles within the most recent five-year period in refereed journals in the individual's teaching discipline or related academic fields. These works not only support the College's research mission, but also assist the faculty member to be

current with the developing research in his or her discipline.*

AND

B. Participate in a portfolio of appropriate professional development activities during the five-year period that demonstrates continuous learning about, and engagement in, the faculty member's field. There is an expectation that among these activities, at least one or more will be devoted to how the discipline is applied in practice. The critical aspect of the appropriateness of any activity is whether it results in outcomes that support the mission of the College. A non-exhaustive list of appropriate activities includes: presenting papers at professional meetings; serving on editorial review boards; writing textbooks, instructional cases and software; developing and presenting professional development seminars; participating in management development programs; consulting; and serving on boards of directors or advisors.

4. In rare circumstances, a faculty member who holds an appropriate doctorate completed prior to the most recent five-year period, and does not meet the minimum academic qualifications, may meet the requirement for academic qualification through extensive and continual professional experience including professional development activities. This option is only appropriate where the faculty member is being asked to make a special contribution to the Department, College, or University that falls outside of the normal responsibilities of a faculty member and where there is agreement between the Dean, the Department Chair, and the faculty member that this method of maintaining academic qualification is in the best interests of the College and the University and is consistent with their missions.

5. A tenured or tenure-track faculty member who does not meet the standards set forth above will be deemed to be **not academically qualified**. Until the criteria to maintain academic qualification are met, a tenured or tenure-track faculty member who is not academically qualified will not be eligible to: receive merit salary improvements; teach courses in summer and international programs offered by the College; teach courses for Continuing Education; and to enter the University's Phased Retirement program (see Section IV below).

II. Qualifications for Clinical Faculty

Clinical Faculty members represent an important resource for the Belk College. Clinical Faculty members are full-time, doctoral qualified faculty, whose primary responsibility is teaching. These faculty members typically have full-time teaching loads (twelve hours with multiple preparations each semester) and are expected to contribute to the research mission of the College to the extent that they are required to maintain academic or professional qualification.

A Clinical Faculty member will be academically qualified if he or she meets the following academic qualifications criteria:

1. The faculty member holds an appropriate doctorate in a field related to his or her teaching discipline.
2. A Clinical Faculty member who has earned an appropriate doctorate in his or her teaching

field during the most recent five-year period will be deemed to be academically qualified.

3. If the Clinical Faculty member holds an appropriate doctorate completed prior to the most recent five-year period, the faculty member must demonstrate that competence in his or her primary teaching discipline is being maintained through continuing efforts to learn and understand about developments in the discipline and how these developments are applied in practice.

To maintain his or her classification as academically qualified, a Clinical Faculty member must:

A. Produce at least four intellectual contributions in the most recent five-year period. Intellectual contributions can include contributions to basic research, applied research, and instructional development. A non-exhaustive list of these contributions includes: refereed journal publications; refereed proceedings; chapters in books; research monographs; funded research proposals; refereed presentations at academic or professional meetings; textbooks and ancillary materials; published cases; and published instructional software. The necessary intellectual contributions should be in the individual's teaching discipline or related academic fields.*

AND

B. Participate in a portfolio of appropriate professional development activities during the five-year period that demonstrates continuous learning about, and engagement in, the faculty member's field. Among these activities, there is an expectation that at least one or more will be devoted to how the discipline is applied in practice. The critical aspect of the appropriateness of any activity is whether it results in outcomes that support the mission of the College. An appropriate but non-exhaustive list of activities includes: presenting papers at professional meetings; serving on editorial review boards; writing textbooks, instructional cases and software; developing and presenting professional development seminars; participating in management development programs; consulting; and serving on boards of directors or advisors.

A Clinical Faculty member will be professionally qualified if he or she meets the following criteria:

1. The faculty member holds an appropriate doctoral degree in a field related to his or her teaching discipline.

2. The faculty member has practical work experience that is relevant to his or her teaching area, significant in duration and responsibility, and current at the time of hiring.

3. As is the case with Academic Qualification, Professional Qualification may be lost if there is no evidence of continuous learning to maintain currency in the field during the most recent five-year period. A professionally qualified Clinical Faculty member may demonstrate continuing currency by engaging in activities identified above for the maintenance of Academic Qualification for an academically qualified Clinical Faculty member, or

alternatively may engage in activities that are relevant to the continuing practice of his/her profession.

III. Professional Qualification of Other Non-Tenure Track Faculty

In addition to doctoral qualified tenured, tenure-track, and clinical faculty, the College employs full-time and part-time lecturers who, by virtue of their experience, bring practical perspectives to the classroom. Lecturers employed by the College must meet and maintain the requirements for professional qualification. Although there is no requirement or expectation that these faculty members hold the doctoral degree, it is no less important that these faculty members achieve a level of academic preparation, augmented by practical experience and maintained by continuous learning, to ensure quality and credibility in the classroom. A lecturer is deemed to be Professionally Qualified if she or he meets the following criteria:

1. The faculty member holds an appropriate master's degree in a field related to his or her teaching discipline. Generally speaking, the MBA degree is recognized as appropriate for all lower division coursework in the College and some upper division coursework.
2. The faculty member has practical work experience that is relevant to the teaching area, significant in duration and responsibility, and current at the time of hiring.
3. As is the case with Academic Qualification, Professional Qualification may be lost if there is no evidence of continuous learning to maintain currency in the field during the most recent five-year period. Part-time lecturers who remain employed in their area of expertise, by virtue of their full-time employment are deemed to be maintaining currency. Full-time lecturers may demonstrate continuing currency by engaging in activities identified above for the maintenance of Academic Qualifications for an academically qualified Clinical Faculty member, or alternatively may engage in activities that are relevant to the continuing practice of their profession.

IV. Academic Qualification and Phased Retirement

The University's Phased Retirement Program provides an opportunity for eligible full-time tenured faculty members to transition into retirement. The faculty member requests to enter the program. Subject to approval by the institution, the faculty member signs an agreement specifying a half-time schedule of services, terminates full-time employment, gives up tenure, and enters a three-year phased retirement program. The Phased Retirement Program allows colleges to establish conditions for phased retirement to ensure that the academic quality of educational programs is not weakened. Consequently, the College sets out the following conditions for eligible faculty to enter into the Phased Retirement Program:

1. An eligible faculty member requesting entry into the Phased Retirement Program must be academically qualified under the College academic qualification in effect at the time the faculty member makes the request to enter the Phased Retirement Program. If the faculty member meets this requirement and the College approves the request to enter the program, the College will classify the phased retiree as being academically qualified for the duration of phased retirement.

2. Requirement 1 notwithstanding, the College reserves the right to specify in the phased retiree's 'work plan' that the phased retiree undertake additional research while in the program.
3. The College reserves the right to limit the number of phased retirees in a given Department to maintain the academic quality of the Department's and/or College's educational programs.

V. Implementation

The new standards for academic and professional qualification will become effective on September 1, 2008. Department chair evaluations of faculty performance for the 2007-08 academic year will provide feedback for each faculty member as to his or her status under the new standards. Faculty members who do not meet the new standards prior to their implementation should present their planned activities to come into compliance in their annual professional development plans.

The academic qualification conditions for all faculty members requesting entry into the Phased Retirement program will take effect immediately (that is, in academic year 2007-2008).

Initial Policy: Spring 2000

Revisions: Fall 2000; Fall 2004; Spring 2006; Fall 2006; Fall 2007

*Wide latitude is to be given in the interpretation of the meaning of "teaching discipline." Interdisciplinary work is desired and is not to be discouraged by the concept of publication in one's teaching discipline. In presenting an interdisciplinary piece for consideration for academic qualification, a faculty member may be asked to demonstrate how the concepts from the faculty member's discipline were used to generate the work. The faculty member may also request that a panel of faculty from the discipline and/or the complementary discipline comment upon the relationship of the work in the interdisciplinary piece to the faculty member's discipline.