COLLEGE OF BUSINESS ADMINISTRATION

Policies and Procedures

GRADUATE FACULTY MEMBERSHIP

Purpose: To describe the College of Business Administration criteria for each level of Graduate Faculty membership and the process by which faculty members are appointed to Graduate Faculty status.

Process: The Director of each Division/School is responsible for assuring that faculty have the appropriate Graduate Faculty status for the courses they teach.

The Director of each Division/School shall indicate on the Graduate Faculty Appointment Form the type of Graduate Faculty membership appropriate for each faculty member being recommended for Graduate Faculty status. A vita should be attached to the form. When a faculty member does not clearly meet the stated criteria for the type of membership recommended, the Director should attach a short memo explaining the basis for his/her recommendation.

The appointment form and supporting documents should be forwarded to the Chair of the Ph.D. Program Committee. The Chair of the Ph.D. Program Committee will appoint a three-person Graduate Faculty Status Review Committee from among the members of the Ph.D. Program Committee and the MBA Program Committee to review all recommendations for Graduate Faculty status and compliance with College of Business Administration criteria. The committee will forward its recommendations to the Associate Dean.

The Dean (or designate) of the College of Business Administration will review each recommendation and forward them to the Dean of the Graduate College. If the Dean of the College of Business Administration disagrees with the recommendations of the CBA Graduate Faculty Status Review Committee, the Dean should provide reasons for the disagreement in a memo to the Dean of the Graduate College.

Criteria: The College of Business Administration Graduate Faculty adopted on May 8, 1987, the following criteria for each level of Graduate Faculty status.

A. Regular (M1 and M2)

Any member of the Graduate Faculty may teach graduate courses in his or her discipline and serve on, but not direct, doctoral dissertations.
Recommendations for eligibility to Membership (M1 and M2) on the Graduate Faculty will be limited to individuals who are tenured or in tenure track positions, and who have demonstrated competence as evidenced by at least two of the following:

a. Formal education: i.e., Ph.D., D.B.A. or other appropriate degree relevant to the course to be offered or the research to be conducted

b. Other substantive and appropriate formal educational experience

c. Significant professional experience in his or her discipline, including significant participation in technical committees or substantive activities of professional organizations related to his or her discipline

d. Scholarly achievement in the discipline such as publication, reviewership, academic presentations, or receipt of research grants

B. Member with responsibilities to direct doctoral dissertations (M3)

Recommendations for eligibility with full doctoral responsibilities will be based on evidence of scholarly achievement in at least two of the following categories within the review cycle (i.e., normally seven years):

a. Active publishing as evidenced by at least two articles in refereed journals in the relevant field

b. Publication of scholarly books, or numerous book chapters, or non-refereed review articles in the relevant field

c. Receipt of competitively selected grants or contracts to support research in the faculty member's specialty or service as a reviewer for grant proposals for government agencies or other sponsoring institutions

Consideration may also be given to:

d. Service as a reviewer of manuscripts for scholarly journals in the relevant field
e. At least two scholarly presentations at relevant national or regional professional meetings, or publications in conference proceedings

f. Participation as an instructor in national doctoral student consortia

C. Special (SM)

Members of the graduate faculty with special status may teach graduate courses in his or her discipline and serve on, but not direct doctoral dissertations. Appointments are made for a specific period of time and function.

August 21, 1995

[Signature]

Richard A. Cosier
Dean and Fred E. Brown Chair