Marshall University Lewis College of Business Faculty Qualifications Guidelines

(Approved by faculty of LCOB November 18th, 2015)

1 Overview: Initial and Sustained Faculty Qualifications Status

AACSB International Standard 15 (2015) requires that schools maintain and deploy a mix of participating and supporting faculty to achieve high-quality outcomes consistent with the school's mission. The blend of faculty who are Scholarly Academics (SA), Practice Academics (PA), Scholarly Practitioners (SP), and Instructional Practitioners (IP) described below is to be appropriately distributed across all programs, disciplines, locations, and delivery modes. Qualified faculty will display ongoing and evident contributions that provide meaningful impact. Impact is best defined as the way faculty research helps a school achieve its mission (Polimeni, Burke and Thelen 2013). Faculty are encouraged to incorporate alignment of their activities with the college's mission, outcomes and strategies. This document is subject to review at least once every three years by the Policy Development Committee.

1.1 Faculty Classification Tracks

The Lewis College of Business (LCOB) has developed three separate tracks (academic, practitioner or administrative track) relating to expectations of academic and professional engagement that reflect its commitment to the diversity of its faculty members. The tracks have been designed to assist the LCOB in achieving its instructional needs and fulfilling its mission, while maintaining efficient deployment of faculty resources.

Participating and supporting LCOB faculty are classified into one of three tracks typically at time of hire. Each track articulates expectations for the normal teaching load, as well as for academic and/or professional engagement activities. Performance expectations are noted in the context of a rolling five-year period. Exceptions to the requirements of the assigned track may be made on a case-by-case basis; however, those cases must be addressed following a formal review and approval by the appropriate division head and dean and are short-term in duration.

1.1.1 Academic Engagement Track (SA and SP)

This track is for faculty members who balance their efforts in teaching and research. For SA faculty, the teaching expectation in this track is six (6) courses per academic year {30 courses during a five-year period}. For SP faculty, the teaching expectation in this track is eight (8) courses per academic year {40 courses during a five-year period}. The scholarship requirement for SA and SP faculty will consist of academic engagement activities that include journal publications, as well as additional validating activities.

If a faculty member loses SA status as a result of failure to meet the minimum requirements, the faculty member is classified as "Other" and is required to submit an Improvement Plan, to be included as a part of their Marshall University Annual Report Planning Page. The tenured faculty member will be allowed a 12 month period from the initial date of assuming "Other" status to execute the Improvement Plan. The Improvement Plan must include a detailed timeline of tasks that will be completed over the 12 month period and must be verified and approved by the faculty member's division head.

A tenured faculty member must make satisfactory progress in the 12 month period in completing the tasks outlined in the Improvement Plan in order to maintain a teaching load of 3 courses per semester. The

faculty member's division head must verify satisfactory progress in the Improvement Plan. The Improvement Plan implementation and teaching load of untenured faculty who lose SA status will be determined at the discretion of the Division Head, Dean, Provost, and President.

1.1.2 Practitioner Engagement Track (PA and IP)

This track is for faculty members who balance their efforts in teaching and practice. Typically, the teaching expectation in this track is six (6) courses for PA per academic year {30 courses during a five-year period} and eight (8) courses for IP per academic year {40 courses during a five-year period}. The scholarship requirement for PA faculty will consist of academic engagement activities that include journal publications, as well as professional engagement activities that include "substantive and sustained practice or consulting activities." By contrast, the scholarship requirement for IP faculty will consist of academic and professional engagement activities that does not necessarily include journal publications, as well as professional engagement activities that include "substantive and sustained practice or consulting activities."

1.1.3 Administrative Track

LCOB Administrators below the rank of dean are normally expected to meet the initial qualifications for their faculty qualification categories. However, their five-year window currency requirement is reduced by two points, as follows. For SA, the requirement is 4 Academic Engagement Points with 2 coming from a journal article. For PA, the requirement is 4 Academic or Professional Engagement Points with at least two coming from substantive and sustained practice or consulting activities. Administrators with the rank of dean or above that hold a PhD are considered PA. Administrators with the rank of dean or above that do not hold a PhD are considered IP. Moreover, participation in AACSB conferences and seminars related directly to their areas of administrative responsibility (e.g., Assessment Conference for one responsible for Assurance of Learning and the Accounting Accreditation Conference for the accounting chair) are appropriate validating activities.

When a faculty member has completed her or his administrative assignment, the faculty member will be expected to transition back to her or his track prior to the administrative assignment. If at the time of transition the faculty member does not meet requirements for the track he or she was on prior to the administrative assignment, then the faculty member will be allowed a 24-month period to meet the expectations of the prior track. In the case of a Dean or higher administrative appointment, the allowance will be 36 months. During the transition period, the faculty member retains the faculty classification that he/she held during their administrative appointment.

1.2 Faculty Classifications

1.2.1 Scholarly Academics (SA)

Scholarly Academics (SA) – In order to qualify for SA status, a faculty member will normally have a PhD (or ABD with prospect of timely completion) or terminal degree related to their area of teaching (e.g., JD for business law or ethics; LLM in Taxation). Faculty members who earned their doctoral degree within the last 5 years or have received ABD status within the last three years will be automatically granted SA status. For others, within the most recent five-year period, the SA faculty member must have at least 6 Academic Engagement points with a minimum of 4 points from journal publications and at least two other validating activities.

Note: SAs can only earn points from the Academic Engagement list. However, validating activities can be drawn from either the Academic Engagement list or the Professional Engagement list.

1.2.2 Practice Academics (PA)

Practice Academics (PA) – In order to qualify for PA status a faculty member will normally have a PhD (or ABD with prospect of timely completion) or terminal degree related to their area of teaching (e.g., JD for business law or ethics; LLM in Taxation). In order to be considered as PA, the faculty member must also demonstrate substantial and sustained experience in the field, generally, at least 7 years. The threshold for meeting the experience requirement for PA exceeds the requirement for Instructional Practitioners (IP).

A total of 6 or more Academic or Professional Engagement points are required for PA status, with at least 3 points from Professional Engagement and at least 2 of the 3 Professional Engagement points from "substantive and sustained practice or consulting activities" (indicated in section 4.2). Additionally, within three years of hire (and rolling five year windows thereafter), the faculty member will have (and maintain) at least two Academic Engagement points from journal publications.

1.2.3 Scholarly Practitioners (SP)

Scholarly Practitioners (SP) – In order to qualify for SP status a faculty member will normally have a master's degree related to their area of teaching. Additionally, the faculty member must demonstrate substantial and sustained experience in the field, generally, at least 5 years. This category is reserved for those who would normally be qualified as an Instructional Practitioner, but have engaged in scholarly activities. Within the most recent five-year period, the SP faculty member must have 6 or more Academic or Professional Engagement points with a minimum of 2 points from journal publications and at least two validating activities.

1.2.4 Instructional Practitioners (IP)

Instructional Practitioners (IP) – In order to qualify for IP status a faculty member will normally have a master's degree related to their area of teaching. Additionally, the faculty member must demonstrate substantial and sustained experience in the field, generally, at least 5 years. Within the most recent five-year period, the IP faculty member will demonstrate currency in their field as evidenced by a total of 6 or more Academic or Professional Engagement points. At least one of those points must come from "substantive and sustained practice or consulting activities" (indicated in section 4.2).

1.2.5 Other

Faculty members who do not meet expectations for any of the above categories will be classified as Other.

2 Transition between Faculty Classifications

If a faculty member changes classifications, specific requirements needed to "meet expectations" will be determined by agreement among the faculty member, her or his respective Division Head and Dean.

2.1 Scholarly Academic to Practice Academic (SA to PA)

PA status may be earned after a substantive period of success in support of SA status. In this situation, PA status is based on a foundation of success as a SA faculty member establishing a substantive, successful scholarly record that can be converted and translated into successful levels of professional engagement with business or other organizations. Moving to PA status must be approved through appropriate LCOB processes. To earn and sustain PA status, academic/professional engagement activities must evolve to be

dominantly reflective of the following required activities: (1) practice or applied quality peer reviewed journal article over the rolling five year period; and (2) two or more points from substantive and sustained practice or consulting activities.

2.2 Instructional Practitioner to Scholarly Practitioner (IP to SP)

For an IP faculty member to evolve to SP status he or she must demonstrate and provide documentation of substantive and sustained engagement activities that are dominantly focused on the production of quality intellectual contributions and related validating activities. For SP status, the faculty member must produce at least two points from journal publications over the rolling five-year period and two (2) validating activities.

3 Publication Classification Process

The Continuous Improvement Committee (CIC), a standing committee in the Lewis College of Business, is tasked with the additional duty to ensure the fair and just classification of faculty journal publications and thus, to ensure accurate reporting as it relates to faculty qualifications. Specifically, the CIC will address journal publication issues of mission alignment and journal validation. Specific guidelines will be provided by the CIC.

3.1 Evaluating Impact: Mission Alignment

The LCOB provides business education instruction in the broad areas of Accounting, Economics, Finance, International Business, Legal Environment, Management, Management Information Systems and Marketing. Therefore, it is expected that much of the scholarly output of the College faculty will be in these related disciplines. Additionally, the LCOB is mission driven, and as our mission emphasizes teaching and practice, peer-reviewed journal articles that demonstrate alignment with our mission will be assessed one additional point. Examples of articles considered to be mission aligned include articles that contribute to advancement in the practice of the disciplines and those that offer paths to improving the effectiveness of teaching. An article that simply includes a section about the practical implications of the subject matter does not meet the criteria to be assessed an additional point. Further, suggesting that the topic being researched is the topic one teaches is not sufficient evidence to earn an additional point.

The CIC will evaluate journal publications in order to determine if they are aligned with the mission of the LCOB. Factors considered in this evaluation will include article content and journal placement. Journal publications having teaching or practice content, as determined by the CIC, will be assessed one additional point. Faculty who want their articles evaluated for mission alignment should submit the manuscript, a request form and a one page explanation of how the article aligns with the mission of the LCOB (see section 3.1).

3.2 Valid Journal Policy

In recent years, there has been a proliferation of new journals across a range of disciplines. Many of these journals are internet-based and in open access format. Some journals of this nature are fully committed to retaining scientific integrity. Others do not follow standard systems of scientific peer review but rather operate for financial gain in exchange for publication (charging a submission fee is not sufficient to declare a publication invalid). These publications are not acceptable unless a faculty member can make a case for quality. It is the responsibility of the faculty member to justify to the CIC why their publication is valid.

The CIC will oversee journal validation. Faculty who wish to publish, or have published, in a journal that does not meet the criteria for the tier structure for LCOB disciplines, must appeal to the CIC for journal validation. Note: Faculty are strongly encouraged to utilize the guidelines provided in the Valid Journal Policy and/or seek the assistance of the CIC to determine a particular journal's validity prior to submitting a manuscript to the journal. Demands on faculty are numerous leaving precious little time for research. Predetermination of a journal's validity will prevent wasted time and disappointment if the journal is not valid.

3.3 Procedure

The form required for mission alignment or journal validation appeals will be available on the LCOB website. One completed form must accompany each individual request. The form and manuscript should be delivered to the CIC Chairperson and reviewed during the next scheduled meeting of the CIC.

3.4 Responsibility

It is the faculty member's responsibility to make requests of the CIC. Furthermore, it is the faculty member's responsibility to provide sufficient evidence to support her/his rationale as to how an article is to be classified. Journals may appear in different tiers for different disciplines. It is the responsibility of the faculty member to ensure that the journal is sorted appropriately by pointing the CIC to the discipline where the journal is ranked higher if that discipline is not their own.

Additionally, faculty can apply to the CIC to have journals not included in the tier listings or recognized journals in non-Business disciplines added to the appropriate tier. However, the burden of proof is on the faculty member.

3.5 Appeal Process

If a faculty member does not agree with the decision of the CIC regarding his or her publication, the faculty member can appeal to the Dean of the LCOB within 90 days after receipt of the CIC's decision.

4 Academic and Professional Engagement Points

Publications occurring before November 2015, when this document was adopted, will be grandfathered in under the old point system unless the faculty member requests their publications fall under the new system.

4.1 Academic Engagement

- Journal Publication* (JP):
 - Tier 1 JP = 6 points
 - Tier 2 JP = 4 points
 - Tier 3 JP = 3 points
 - Tier 4 JP = 2 points

*Note: The 5 year window for a JP begins at either the acceptance date or publication date (author's choice).

- Other Intellectual Contributions (ICs) worth 2 points each include:
 - Author of a scholarly book with significant circulation
 - An external grant in the amount of \$2000 or more
- Other externally-validated ICs worth 1 point each include:
 - 1. A case
 - 2. A book chapter
 - 3. Development of an instructional software
 - 4. A paper/poster presentation at an international, national, or regional conference or a conference proceeding (Cannot count this if the journal publication is counted)
 - 5. Book or journal editor or current member of an editorial board
 - 6. A non-peer reviewed intellectual publication not counted above
 - 7. Individualized invitation to participate in a research conference
 - 8. Appointment as research scholar in an outside university
 - 9. A technical report
 - 10. An external grant less than \$2000

4.2 Professional Engagement

Substantive and Sustained Practice or Consulting Activities:

- 1. Creation and delivery of a professional education seminar (1 point per seminar)
- 2. Leadership position in a professional organization (1 point per position)
- 3. Consulting or active professional activity (150 hour minimum per year) (1 point per year maximum)
- 4. Member of an Advisory Board or a Board of Directors (1 point per Board)

Other professional contributions worth 1 point each:

- 5. Session chair, panel member, or presentation at a professional conference
- 6. Appointment or invitation to serve as a referee for a peer reviewed journal (1 point maximum)
- 7. Continuous maintenance of active professional certification (1 point per certification; 2 points maximum)
- 8. Extensive professional training (at least 15 hours) beyond certification requirements, as determined by the division head and verified by the Dean's office (1 point maximum)
- 9. Serving as an expert witness
- 10. Being named Researcher of the Year in the LCOB

4.3 Validating Activities

Any Professional or Academic Engagement activities above the minimum requirement can be considered validating activities. There are other validating activities that do not accrue points. Some examples of validating activities assessed zero points include:

- 1. Attendance at a professional or academic conference/workshop
- 2. Presentation to a local or regional professional organization
- 3. Earning Best Paper at a conference
- 4. Brown Bag lunch presentation
- 5. Submitted (but not accepted) journal publication

5 Lewis College of Business Publications Tier Specifications

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Discu	pline:	Accountancy
		

The current working structure for a publications tier system has been investigated by the Policy Development Committee, having representatives from all Divisions and disciplines and reporting to the LCOB Dean. A four-tier structure is to be used by each discipline.

Fill out the form below, making sure to provide all requested information.

Tier 1: List all 'Blue Ribbon' journals for the discipline by journal title in the spaces provided below.

- Accounting, Organizations, and Society
- Contemporary Accounting Research
- Journal of Accounting & Economics
- Journal of Accounting Research
- The Accounting Review

Tier 2: List specifications as indicated below (do not list journals):

- Index (indices) used (e.g., H-index) <u>H-index, AAA Research Journals, Ohio University</u> Journal List
- URL(s) for indices used:
 - o <u>www.scimagojr.com</u>
 - o www.aaahq.org/Research/AAA-Journals
 - o https://aspet.cob.ohio.edu/isms/cms.aspx?5073_____
- Cut-off for lower limit of tier 2 [range: 20% 40% of index (indices) listed above] ____40%_of the H-index_____

Tier 3: The remainder of journals listed in the index (indices) used in Tier 2 above or journals with an acceptance rate of 30% or less.

Index (indices) used: _H-index

Discipline:_	Economics	
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The current working structure for a publications tier system has been investigated by the Policy Development Committee, having representatives from all Divisions and disciplines and reporting to the LCOB Dean. A four-tier structure is to be used by each discipline.

Fill out the form below, making sure to provide all requested information.

Tier 1: List all 'Blue Ribbon' journals for the discipline by journal title in the spaces provided below.

- _American Economic Review
- _The Quarterly Journal of Economics
- Econometrica
- Journal of Political Economy

Tier 2: List specifications as indicated below (do not list journals):

- Index (indices) used (e.g., H-index) <u>H-index for the last 10</u> years
- URL(s) for indices used:
 - https://ideas.repec.org/top/top.journals.hindex10.html_
 - 0 _____
 - 0 _____
- Cut-off for lower limit of tier 2 [range: 20% 40% of index (indices) listed above]

 40% of the H-index for the last 10 years

Tier 3: The remainder of journals listed in the index (indices) used in Tier 2 above or journals with an acceptance rate of 30% or less.

Index (indices) used: H-index for the last 10 years

Discipline: Fina	nce
The current working	g structure for a publications tier system has been investigated by the Policy
Development Com	mittee, having representatives from all Divisions and disciplines and reporting to the ur-tier structure is to be used by each discipline.
Fill out the form be	elow, making sure to provide all requested information.
Tier 1: List all 'Bl	ue Ribbon' journals for the discipline by journal title in the spaces provided below.
• Jou	rnal of Finance
	urnal of Financial Economics
	view of Financial Studies
• Jou	urnal of Financial & Quantitative Analysis
• URL(s	indices) used (e.g., H-index) <u>Comprehensive list of Finance Journals</u>) for indices used: <u>e comprehensive lists of journals is constructed from the following 12 lists</u> BF2011 - Currie, R. R., & Pandher, G. S. (2011). Finance journal rankings and tiers: An active scholar assessment methodology. Journal of Banking & Finance, 35(1), 7-20.
0	Pennstate - http://www.math.psu.edu/cheng/finance%20journal%20rating.pdf
0	SUNY2001 - Hardcopy available. Web link is not available anymore.
0	Harzing - http://www.harzing.com/download/jql_journal.pdf Econlit - https://www.aeaweb.org/econlit/journal_list.php
0	ABDC2013 - http://www.abdc.edu.au/pages/abdc-journal-quality-list-2013.html
0	DonChance_LSU –
	http://www.bus.lsu.edu/academics/finance/faculty/dchance/Research/Finance_journa_ls.htm
0	JFL2005 - Journal of Financial Literature 2005 article on quality finance Journals
0	SCImago - http://www.scimagojr.com/journalrank.php
0	Ohio U - http://cob.ohio.edu/isms/cms.aspx?5073

O Onio_U - <u>http://cob.onio.eau/isms/cms.aspx?30/3</u>

o Cabell's Directory - https://ssl2.cabells.com/

o REPEC - https://ideas.repec.org/top/top.journals.hindex.html

Cut-off for lower limit of tier 2 [range: 20% - 40% of index (indices) listed above]

Tier 3: The remainder of journals listed in the index (indices) used in Tier 2 above or journals with an acceptance rate of 30% or less.

Index (indices) used: <u>Comprehensive list of Finance Journals</u>

Discipline: <u>Legal Environment</u>

The current working structure for a publications tier system has been investigated by the Policy Development Committee, having representatives from all Divisions and disciplines and reporting to the LCOB Dean. A four-tier structure is to be used by each discipline.

Fill out the form below, making sure to provide all requested information.

Tier 1: List all 'Blue Ribbon' journals for the discipline by journal title in the spaces provided below.

- Stanford Law Journal
- Columbia Law Review
- University of Pennsylvania Law Review
- The Yale Law Journal
- UCLA Law Review
- The Georgetown Law Journal

Tier 2: List specifications as indicated below (do not list journals):

- Index (indices) used (e.g., H-index) <u>Impact Factor: Washington & Lee School of Law_____</u>
- URL(s) for indices used:
 - o http://lawlib.wlu.edu/LJ/index.aspx
- Cut-off for lower limit of tier 2 [range: 20% 40% of index (indices) listed above]

 40% of the Impact Factor

Tier 3: The remainder of journals listed in the index (indices) used in Tier 2 above or journals with an acceptance rate of 30% or less.

Index (indices) used: _Impact Factor____

Discipline: Management
The current working structure for a publications tier system has been investigated by the Policy Development Committee, having representatives from all Divisions and disciplines and reporting to the LCOB Dean. A four-tier structure is to be used by each discipline.
Fill out the form below, making sure to provide all requested information.
Tier 1: List all 'Blue Ribbon' journals for the discipline by journal title in the spaces provided below.
 Academy of Management Review Academy of Management Journal Health Affairs
Leadership Quarterly
Management Science
Strategic Management Journal
Tier 2: List specifications as indicated below (do not list journals): • Index (indices) used (e.g., H-index) H-Index and Cabell's • URL(s) for indices used: • http://www.scimagojr.com/ • http://www.cabells.com/ • Cut-off for lower limit of tier 2 [range: 20% - 40% of index (indices) listed above] Top 40% of H-index categorized management journals. In addition, journals with 30% or less acceptance rate in Cabell's Management list that also belong in the top 40% of their H-Index sub- category
Tier 3: The remainder of journals listed in the index (indices) used in Tier 2 above or journals with an acceptance rate of 30% or less.
Index (indices) used: H-index
Tier 4: (Same for all disciplines) Any journal, not included in the above tiers that adheres to the 'Valid Journal Policy.'

Discipline: <u>Management Information Systems</u>

The current working structure for a publications tier system has been investigated by the Policy Development Committee, having representatives from all Divisions and disciplines and reporting to the LCOB Dean. A four-tier structure is to be used by each discipline.

Fill out the form below, making sure to provide all requested information.

Tier 1: List all 'Blue Ribbon' journals for the discipline by journal title in the spaces provided below.

- MIS Quarterly: Management Information Systems
- Information Systems Research
- Journal of Management Information Systems
- European Journal of Information Systems
- Information Systems Journal
- Journal of Strategic Information Systems

Tier 2: List specifications as indicated below (do not list journals):

- Index (indices) used (e.g., H-index): <u>H-index</u>
- URL(s) for indices used:
 - o http://www.scimagojr.com/journalrank.php

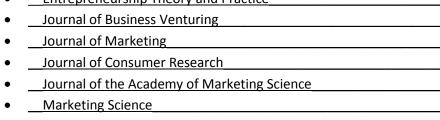
0 _____

• Cut-off for lower limit of tier 2 (range: 20% - 40% of index {indices} listed above) 40% of the H-index

Tier 3: The remainder of journals not listed with the index (indices) used in Tier 2 above or journals with an acceptance rate of 30% or less.

Index (indices) used: H-index

Discipline: Marketing	
The current working structure for a publications tier system has been investigated by the Policy Development Committee, having representatives from all Divisions and disciplines and reporting to th LCOB Dean. A four-tier structure is to be used by each discipline.	ne
Fill out the form below, making sure to provide all requested information.	
Tier 1: List all 'Blue Ribbon' journals for the discipline by journal title in the spaces provided below.	
Entrepreneurship Theory and Practice Laurent of Business Vestwins	



Tier 2: List specifications as indicated below (do not list journals):

- Index (indices) used (e.g., H-index) _H-index, SCImago, Google Scholar H5-index______
- URL(s) for indices used:
 - http://www.scimagojr.com/journalrank.php
 - o https://scholar.google.com/citations?view op=top venues&hl=en&vq=bus marketing
 - o Cabell's Directory list of marketing journals
- Cut-off for lower limit of tier 2 [range: 20% 40% of index (indices) listed above]
 The top 25% of Cabell's listed PRJs, that are also referenced by SCImago rankings, and/or

 PRJs that have a H-index of 10 or higher as referenced by Google Scholar

Tier 3: The remainder of journals listed in the index (indices) used in Tier 2 above or journals with an acceptance rate of 30% or less.

Index (indices) used: H-index referenced from Google Scholar, Cabell's acceptance rates

Summary of Faculty Qualifications Requirements

Scholarly Academics (SA)	Practice Academics (PA)	
 Requirements for initial qualification: Ph.D. or terminal degree in last 5 years or ABD in last 3 years OR Ph.D. or terminal degree and meeting the maintenance 	Requirements for initial qualification: - Ph.D. or terminal degree - At least 7 years experience. Requirements for maintaining PA status:*	
 requirements below Requirements for maintaining SA status:* Minimum 6 academic engagement points with minimum 4 points from journal publications. Minimum of two additional validating activities. 	 Minimum 6 academic or professional engagement points with a minimum of 3 points from professional engagement with 2 of 3 points from "substantive and sustained practice or consulting activities." Within 3 years of hire (and rolling 5 year windows thereafter) the faculty member must obtain (and maintain) a minimum of 2 points from journal publications. 	
Scholarly Practitioners (SP)	Instructional Practitioners (IP)	
Requirements for initial qualification: - Master's degree - At least 5 years experience.	Requirements for initial qualification: - Master's degree - At least 5 years experience.	
Requirements for maintaining SP status:*	Requirements for maintaining IP status:* - Minimum 6 academic or professional engagement points with	
 Minimum 6 academic or professional engagement points with minimum 2 points from journal publications. Minimum of two additional validating activities. 	minimum 1 point from "substantive and sustained practice or consulting activities."	
with minimum 2 points from journal publications Minimum of two additional validating activities.	minimum 1 point from "substantive and sustained practice or consulting activities." Other	

*Unless otherwise stated, qualifications are required on a rolling five year window.