

CSUB School of Business & Public Administration
Academic/Professional/ Administrative Qualification Standards
Updated as of Spring 2016

School of Business and Public Administration Mission:

The School of Business and Public Administration provides students with the knowledge and skills to make decisions addressing issues facing organizations in our region. We support this

meeting the minimum criteria must be relevant to the individual's teaching area(s).

2. *Practice Academic (PA)*

instructional practitioner is one PRJ, plus one additional PRJ or Other Intellectual Contribution (OIC listed in Part 2), and at least two Development Activities (DA listed in Part 3) over the past five years.

Other – A faculty member not classified as SA, PA, IP, or SP is classified as Other.

Part 2: Other Intellectual Contributions (OIC)

The following are considered to be **Other Intellectual Contributions (OIC)**:

Research Monographs,

Academic/Professional Presentations/Proceedings - Academic/Professional presentation at an academic or professional conference, seminar or workshop;

Competitive Research Awards Received,

Textbooks - Textbook², Textbook Chapter, Textbook editorial review, Textbook supplemental materials;

Published Cases – Published case with instructional materials;

Other Published Teaching Materials - Chapter or supplements in a scholarly business-related book;

Non-Peer Reviewed Journals – Non-reviewed journal article in a disciplinary association journal, trade journal, periodical, or other publication;

Others:

- Service as an editor, associate editor or editorial board or committee member of an established academic journal or periodical (including the *Kern Economic Journal*);
- Journal, conference, or textbook reviewer (each journal article review counts as a separate IC, each conference reviewed for counts as a separate IC, and each textbook reviewed counts as a separate IC)
- Invited presentations to academic societies or associations;
- Obtain a grant for research or other scholarly activities;
- Completion of a publicly available research report from a funded grant; or
- Others as approved by Department Chair and Dean.

Part 3: Development Activities (DA)

The following are considered to be **Development Activities (DA)**:

Professional Experience:

1. Professional experience as an employee; at least 20 hours per week for a period of at least 6 months, or the equivalent, in a position related to the teaching area (each year counts as a separate professional experience);
2. Professional experience operating or owning a business with annual revenue of at least 25% of full-time lecturer salary (each year counts as a separate professional experience);

Consulting:

3. Consulting for a non-BPA client with evidence of at least \$1,000 of services rendered (each engagement contract, as opposed to each visit, counts as a separate consulting activity);
4. Consultant or investigator on a non-BPA grant with evidence of at least \$1,000 of services rendered (each contract, as opposed to each visit, counts as a separate consulting activity);

Professional Development:

5. Participation in a substantial professional event or association conference that focuses on the practice of business, management and related issues;
6. Complete graduate-level coursework in a business-related field (each course counts as a separate professional development activity);
7. Continuing professional education coursework with certificate of completion (an excess of 20 hours of coursework; or coursework in different academic years counts as a separate professional development activity);
8. Complete or recertify professional certification (e.g., CPA, CMA, PHR, Law, etc.); (each certification counts as a separate professional development activity.);
9. Development or presentation of executive or professional education course or program;
10. Faculty Internship;

Other Professional Activities

11. Membership on a board of directors of a profit or non-profit entity (each entity counts as a separate professional development activity each year). The board position should include regular board meetings and oversight responsibility;
12. Office holder or other significant participation (beyond membership) in a business professional association or society (each entity counts as a separate DA-other professional activity each year);
13. Organizer or chair for an academic and/or professional conference (counts as a professional development activity);
14. Other participation in activities that place faculty in direct contact with business and organizational leaders as approved by Department Chair and Dean.

Part 4: Evidence of Intellectual Contributions and Development Activities.

It is the faculty member's responsibility to maintain sufficient evidence documenting intellectual contributions and development activities and to provide such evidence upon request of appropriate administrators. Documentation of intellectual contributions would generally consist of a copy of the contribution, such as (1) a copy of the journal or title page and article for a PRJ and (2) a copy of the proceedings or program for presentations at academic conferences. Appropriate documentation of development activities varies with the type of activity but should provide reasonable assurance of the activity. Examples include (1) a W-2 form (redacted if preferred) or letter from at of

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