

**Faculty Qualifications:
(Updated April 2020)**

**Coggin College of Business
University of North Florida**

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Section 1

Definitions of SA, PA, SP, and IP

**Coggin College of Business
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AACSB Definitions of SA, PA, SP, and IP

The categories developed by AACSB to classify faculty, inclusive of those holding administrative appointments (deans, chairs, directors, etc.), deployed by the college, along with AACSB definitions for each, are:

- **Scholarly Academics (SA)** sustain currency and relevance through scholarship and related activities. Normally, SA status is granted to newly hired faculty members who earned their research doctorates within the last five years prior to the review dates.
- **Practice Academics (PA)** sustain currency and relevance through professional engagement, interaction, and relevant activities. Normally, PA status applies to faculty members who augment their initial preparation as academic scholars with development and engagement activities that involve substantive linkages to practice, consulting, other forms of professional engagement, etc., based on the faculty members' earlier work as an SA faculty member.
- **Scholarly Practitioners (SP)** sustain currency and relevance through continued professional experience, engagement, or interaction and scholarship related to their professional background and experience. Normally, SP status applies to practitioner faculty members who augment their experience with development and engagement activities involving substantive scholarly activities in their fields of teaching.
- **Instructional Practitioners (IP)** sustain currency and relevance through continued professional experience and engagement related to their professional backgrounds and experience. Normally, IP status is granted to newly hired faculty members who join the faculty with significant and substantive professional experience as outlined below.

Notes

- Coggin College guidelines used to apply the SA/PA definitions are outlined in the “Application Guidelines – Academic Qualifications,” discussed in Section 2..
- Coggin College guidelines to apply SP/IP definitions are outlined in the “Application Guidelines – Professional Qualifications,” discussed in Section 3.

Coggin College Standards

The Coggin College of Business has adopted the following standards, which are consistent with the most recent AACSB standards. Minimum coverage requirements are also presented for each category:

	<i>Scholarly</i>	<i>Practice</i>
<i>Research Doctorate or JD Academic</i>	Scholarly Academic (SA)	Practice Academic (PA)
<i>Masters or non-research degree Practitioner</i>	Scholarly Practitioner (SP)	Instructional Practitioner (IP)

Minimum Requirements	Coggin COB Target Requirements
At least 40% SA	>40% SA with: At least 40% at the undergraduate level At least 75% at the master's level
At least 60% SA+PA+SP	At least 60% SA+PA+SP
At least 90% SA+PA+SP+IP	At least 90% SA+PA+SP+IP

Section 2

Initial Academic Preparation for SA and PA

1. Doctoral degree

- Defined as the completion of a degree program intended to produce scholars capable of creating original scholarly contributions through advances in research or theory.
- An individual with a graduate degree in law will be considered to have met the SA/PA initial academic preparation criteria to teach business law and legal environment of business.
- An individual with a graduate degree in taxation or a combination of graduate degrees in law (i.e., JD or higher) and accounting focused on taxation will be considered to have met the SA/PA initial academic preparation criteria to teach taxation courses.

2. New doctoral degree

Faculty members will be deemed Scholarly Academics (SA) for a period of five years from the completion of their doctoral degree.

3. ABD

- Faculty members hired as ABD will be deemed Scholarly Academics (SA) for any term within three years of the most recently completed graduate comprehensive examination (or other milestone) that places the student in their dissertation stage.
- ABD implies that the faculty member (1) is a doctoral student in the business discipline in which the faculty member is teaching, (2) has completed all requirements of their doctoral program except for their dissertation, including applicable comprehensive doctoral examination(s), and (3) has a dissertation proposal that has been formally accepted by the faculty member's dissertation committee.

4. Doctoral degree outside primary teaching discipline

Faculty members with doctoral degrees in disciplines outside of their primary teaching area are considered to have met the SA/PA initial preparation criteria under the following conditions:

- a. They have at least 18 credit hours of graduate work in the discipline in which they are teaching (or in a closely related discipline) or
- b. They exhibit evidence of active involvement in the teaching area through activities such as authorship, participation in professional meetings, or related activities devoted to the teaching area.

Coggin College Guidelines for Scholarly Academic (SA)

A faculty member (regardless of rank, tenure status, or full/part-time status) is **SA** if s/he holds a doctoral degree in the primary teaching discipline, or in a closely related discipline (initial academic preparation), and satisfies one of the following two methods:

Method 1 – publication of at least two quality peer-reviewed scholarly journal articles or the equivalent (as described below in the “Details on Sustained Engagement Activities”) in the primary teaching discipline, or in a related business or academic discipline, over the preceding five calendar years (i.e. sustained engagement activity for SA).

Method 2 – publication of one quality peer-reviewed scholarly journal article or the equivalent in the primary teaching discipline, or in a related business or academic discipline, over the preceding five calendar years AND engagement in a total of at least three other scholarly activities found in category A and/or B (see appendix) within the most recent five calendar years.

Coggin College Guidelines for Practice Academic (PA)

A faculty member (regardless of rank, tenure status, or full/part-time status) is PA if s/he:

- holds a doctoral degree in the primary teaching discipline, or in a closely related discipline (initial academic preparation), and
- engages in a total of at least four activities from categories A, B, C, D, and/or E (see appendix) within the most recent five calendar years. For PA, a substantial portion of the qualifying activities from these categories should have clear and substantive linkages to practice, consulting, or other forms of professional engagement.

Details on Sustained Engagement Activities for SA and PA

1. Quality peer-reviewed journal

- A “quality peer-reviewed journal” has the following characteristics:
 - a. refereed or editorially-reviewed (the journal discloses the nature of the review process),
 - b. commonly well-regarded and respected in the faculty member’s academic discipline or a related discipline, and
 - c. abstracted, indexed, or ranked in a reputable and respected source.

For the purposes of evaluating journal quality, the College uses Cabell’s Whitelist, the Australian Business Dean’s Council List (ABDC List), and Scimago Journal Rankings as the primary sources. However, these outlets are not necessarily exhaustive; for example, a relatively new journal sponsored by a leading academic organization might not be listed.

- In any case in which there is a question about whether a journal satisfies these criteria, the faculty member will provide evidence that the criteria are met and the Department Chairperson will confirm the merits of the journal before using that contribution to certify academic qualification.

2. Accepted for publication

- Manuscripts or papers accepted for publication with no revisions still outstanding, and with an acceptance letter from the journal editor, are deemed to be published for the sake of determining academic qualification.
- The date of the acceptance letter from the journal editor is deemed the publication date. If a paper is so claimed for determining academic qualification (as opposed to waiting until the article appears in print to claim it), then the date of the acceptance letter becomes the permanent time stamp on that contribution when determining intellectual contributions in any five-year period.

3. Journal article reprints

- No journal article will be counted more than once, even if that article is reprinted in the same or another journal.

4. Interdisciplinary publications

- Given the interdisciplinary nature of business and the desire to encourage integrative discussion with students and with colleagues, faculty are encouraged to pursue scholarly activities not only in their primary discipline, but also across other disciplines within business and across disciplines closely associated with business and management decision-making.
- Thus, peer-reviewed journal articles published within a faculty member's discipline, and those published in other business disciplines or in disciplines closely related to business, are deemed acceptable for maintaining academic qualification.
- Faculty members holding doctoral degrees outside the primary teaching area are likewise encouraged to pursue interdisciplinary contributions. However, it is incumbent upon such members to assure that they maintain a sufficient record of scholarly activities in the teaching discipline to hold academic qualification in that discipline.

5. Multiple authorship

- Multiple authorship of journal articles is acceptable.
- Any author on a multiple-author article can count that article as one full publication (as opposed to, for example, half a publication for an article with two authors).
- Any author listed for an article is deemed to have made a substantial contribution to the article.
- The order of the authors' names on the article is not deemed necessarily to imply their respective contributions to the paper (as authors are sometimes simply listed alphabetically).

6. College/university administration

- AACSB also recognizes the importance of administrative duties to the ethical, effective, and efficient operation of academic programs. Individuals holding faculty status and also executing full-time and part-time administrative duties (e.g. Dean, Associate/Assistant Dean, Department Chair, Program Director, Assessment Director, etc.) are deemed to have significant administrative duties supporting the College mission. AACSB recommends that these duties be recognized as part of the individual's effort to remain qualified in their faculty status. The rationale for this recognition is to encourage individuals to pursue administrative responsibilities in the College.
- Administrators maintain their faculty qualification for the duration of their tenure as an administrator. After leaving an administrative role, former administrators maintain their faculty qualification for five years after which former administrators must meet the sustained engagement criteria outlined below.

7. Categories of intellectual contributions

Faculty contributions in any of three categories of intellectual contributions are acceptable toward maintaining academic qualification:

- discipline-based (often referred to as basic research),
- contributions to practice (often referred to as applied research), and
- learning and pedagogical research.

Section 3

SP and IP Application Guidelines

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Initial Preparation for SP and IP

In most circumstances, for SP and IP status, a faculty member must have, at a minimum, a master's degree in a field related to the faculty member's teaching area. Additionally, a faculty member must have either three (or more) years of relevant professional experience or a related and currently valid professional licensure or certification for SP and IP status. Attainment of licensure or certification (e.g. CPA, CMA, CGMA, CFP, Bar licensing) by governmental agency or professional association directly related to teaching responsibilities, combined with the master's degree, provides current relevancy in the field of practice. Alternatively, faculty who have previously met this criterion at another institution or other institutions AND who have continuously maintained their SP or IP qualification as described in the Sustained Engagement Activities for SP and IP section below will be considered SP or IP at the time of hire.

Additional details are provided below on the relevant academic preparation and relevant professional experience necessary for initial SP or IP status.

Relevant Academic Preparation

1. Acceptable master's degree

In a case where there is a question as to whether an individual holds a master's degree sufficiently closely related to the discipline in which s/he teaches, the individual must have 18 credit hours of master's level coursework in the business discipline being taught, or in a closely related discipline.

2. Faculty members enrolled in doctoral programs

Faculty members who do not hold a master's degree will be deemed to have met the initial academic preparation criterion for PQ if they are:

- a. Currently enrolled in a doctoral in the discipline in which the individual teaches, or in a closely related discipline, and
- b. Have completed at least 30 credit hours of master's or doctoral level coursework in that discipline.

Relevant Professional Experience (at Hire)

1. General Expectation

Professional experience in the discipline:

- a. Should be the equivalent of at least three years of full-time work in duration,

- b. Should be in a position that is related to the teaching discipline, and
- c. Must have taken place in the five years immediately preceding the time of hire.

2. High Level Experience

Those with professional experience that is at a sufficiently high level (e.g. senior executive), but is less than three years in the five years immediately preceding the time of hire, may be deemed to have sufficient professional experience if the Department Chairperson judges the level of organizational responsibility to be a reasonable substitute for length of experience.

3. 3. Non-Current Professional Experience

Those with professional experience that predates the five years immediately preceding the time of hire may be deemed to have sufficient professional experience at the time of hire if:

- a. the professional experience in the discipline is the equivalent of at least three years of full-time work in duration, and
- b. the professional experience is in a position that is related to the teaching discipline, and
- c. the faculty member has since the end of that experience maintained his/her qualification according to the “SP/IP Sustained Engagement Activities” section below.

Sustained Engagement Activities for SP and IP

Scholarly Practitioners (SP)

There are two methods to maintain SP status.

Method 1 – publication of at least two refereed scholarly or practitioner journal articles related to the faculty member’s instructional area within the most recent five calendar years.

Method 2 – publication of one refereed scholarly or practitioner journal article related to the faculty member’s instructional area, AND engagement in a total of at least three activities found in category A and/or B within the most recent five calendar years.

Instructional Practitioners (IP)

To maintain IP status, faculty members must engage in a total of at least three activities listed in categories A, B, C, D, and/or E within the most recent five calendar years.

Appendix A – Faculty Publication and Professional/Scholarly Activities

Note: Repeated instances of each activity count separately towards meeting status maintenance requirements, unless otherwise noted.

Category A – Scholarly Publication Activities

1. Publication of a quality peer-reviewed scholarly journal article related to instructional responsibilities, business education, or pedagogy. A “quality peer-reviewed journal” has the following characteristics:
 - a. refereed or editorially reviewed (the journal discloses the nature of the review process),
 - b. commonly well-regarded and respected in the faculty member’s academic discipline or a related discipline, and
 - c. abstracted, indexed, or ranked in a reputable and respected source.

Note: For the purposes of evaluating journal quality, the College uses Cabell’s Whitelist, the Australian Business Dean’s Council List (ABDC List), and Scimago Journal Rankings as the primary sources. However, these outlets are not necessarily exhaustive; for example, a relatively new journal sponsored by a leading academic organization might not be listed. In any case in which there is a question about whether a journal satisfies these criteria, the faculty member will provide evidence that the criteria are met and the Department Chairperson will confirm the merits of the journal before using that contribution to certify academic qualification.

2. Publication of an instructional case study, or instructional simulation software.
3. Publication of a chapter, or original material in a scholarly book published by an academic press.
4. Publication of the original version or a substantial revision of an instructional textbook or scholarly book. Sufficient evidence should be provide that the book has been peer-reviewed or well disseminated.
5. Publication of a scholarly or text book where the content of the work comes predominantly from other contributors (e.g. edited books, a compilations, or collections).
6. Publication of an editorially refereed article in a practitioner journal related to the faculty’s discipline.

Category B – Significant Scholarly Activities

1. Presentation of a paper, publication of an abstract in conference proceedings, or poster session at any recognized conference within one’s field.
2. Giving an invited scholarly talk or a scholarly keynote speech at any recognized organization/event.
3. Serving as a member of the editorial board for an academic journal within one’s field.
4. Serving in a top leadership position of any recognized academic society, or scholarly association.
5. Serving as a member of a dissertation committee

The following “significant scholarly activities” count as two activities towards meeting status maintenance requirements due to their intensive nature:

6. Serving as program or track chair in a nationally or internationally recognized academic conference.
7. Serving as the editor or associate editor for a nationally or internationally recognized academic journal within one's field.

Category C – Professional and Practice Publication Activities

1. Publication of a chapter in a book, an article (including refereed article), or other publicly available manuscript aimed at professionals, practitioners, businesspeople, or policymakers.
2. Publication of a publicly available report of a professional organization or governmental body.
3. Acquisition of a patent.

The following “professional and practice publication activity” counts as two activities towards meeting status maintenance requirements due to its intensive nature:

4. Publication of the first edition of a book aimed at professionals, practitioners, businesspeople, or policy makers.

Category D – Professional Leadership Activities

1. Delivering a formal presentation at any recognized event for professionals, policymakers, or businesspeople.
2. Developing or presenting instructional materials for professional education programs.
3. Serving on the board or in an advisory role to a company, charitable organization, or other group with work related to the College's mission.
4. Serving in a top leadership role with substantial authority and responsibility for a professional organization within one's field.
5. Providing regular and substantial consulting services requiring expertise in the field.

The following “professional leadership activities” count as two activities towards meeting status maintenance requirements due to their intensive nature:

6. Maintenance (or attainment) of professional certification or licensure within one's field.
7. Serving as an editor of a professional journal.

Category E – Other Professional Engagement Activities

1. Documented sustained professional work related to a faculty member's teaching area.
2. Documented participation in a significant continuing/professional education event.
3. Documented participation in a significant professional development activity related to pedagogy or student learning outcomes.
4. Participation in a faculty internship.
5. Participation in other activities that place faculty in direct contact with business and other organizational leaders.