

Business and Technology Department

UNIT STANDARDS

Employment Criteria

The following employment criteria are used for faculty in business, business education, computers, economics, industrial technology, and tourism and recreation.

Academic Qualifications: For hire at the rank of Assistant Professor or above, promotion to the rank of Assistant Professor or above, or tenure, a member of the Business and Technology Department must have terminal degree qualifications appropriate to the position that they hold. Appropriate terminal degree qualifications will be specified at the time of hire into a tenure-track position by the administration and may be altered at subsequent dates by mutual agreement of the faculty member and the administration.

- I. Appropriate terminal qualifications may include any of the following::
 - A. Hold a Ph.D. in business, information systems, industrial technology, economics, tourism and recreation or other related field, with
 1. a graduate level major, minor, or concentration in the area of teaching responsibility, or
 2. professional certification in the area of teaching responsibility, or
 3. five or more years of professional and management experience related to the area of teaching responsibility, or
 4. completion of a special post-graduate training program especially designed to improve the faculty member's knowledge and teaching skills in the area of the assigned teaching responsibilities.

or

- B. Hold a Doctorate of Business Administration (D.B.A.), with
 1. a graduate level major, minor, or concentration in the area of teaching responsibility, or
 2. professional certification in the area of teaching responsibility, or
 3. five or more years of professional and management experience related to the area of teaching responsibility, or
 4. completion of a special post-graduate training program especially designed to improve the faculty member's knowledge and teaching skills in the area of the assigned teaching responsibilities.

or

C. Hold a Juris Doctor (J.D.) and

1. teach business law, legal environment of business or other area with predominantly legal content, or
2. hold a business-related master's degree with a specialization in the area of teaching responsibility, or
3. hold professional certification and teach in the area of the certification, or
4. have three or more years of professional management experience directly related to the area of teaching responsibility, or
5. completed a special post-graduate training program especially designed to improve the faculty member's knowledge and teaching skills in the area of the assigned teaching responsibilities.

or

D. Hold an Ed.D. in the area of business education, computer education, instructional technology, industrial technology, curriculum and instruction, administration, vocational education or other related field and

1. a graduate level major, minor, or concentration in the area of teaching responsibility; or
2. professional certification in the area of teaching responsibility; or
3. have five or more years of professional experience related to the area of teaching responsibility; or
4. completion a special post-graduate training program especially designed to improve the faculty member's knowledge and teaching skills in the area of the assigned teaching responsibilities;

or

E. Hold an out-of-field doctorate, and meet 1. or 2. and 3. or 4.

1. Demonstrate content area knowledge by evidence of at least 15 hours of graduate or post-graduate course work or training in the primary area of the assigned teaching responsibilities

or

2. hold a master's degree in a business, tourism, industrial or instructional technology, information systems or other related field, with a major, concentration, or specialization in the field

and

3. possess professional certification at the expert level in the area of assigned teaching responsibilities

or

4. Demonstrate exceptional evidence of successful professional experience including:
 - a. at least five (5) years professional or management level practice, or
 - b. at least five (5) years involvement in professional organizations related to the teaching field, or
 - c. at least five (5) years consulting activity related to the area of the assigned teaching responsibilities.

or

- F. Be A.B.D. (i.e., has completed all course work required for a Ph.D., D.B.A, or Ed.D.) in business, business education, information systems, economics, industrial technology, instructional technology, tourism and recreation, or other related field with a major, minor or concentration in the area of assigned teaching responsibilities, and

1. possess a graduate level major, minor, or concentration in the area of teaching responsibility; or
2. hold professional certification at the expert level in the area of teaching responsibility; or
3. have five (5) or more years of professional and management experience related to the area of teaching responsibility,

or

- G. Hold a Master's degree in a(n) business, information systems, tourism and recreation, industrial technology or other related fields and hold a nationally-recognized professional certification at the expert level in the area of assigned teaching responsibility, and

1. have minimum of five (5) or more years professional and management level practice in work directly related to his or her assignment teaching responsibilities, and
2. have a minimum of three (3) years of successful and documented teaching experience in the area of assigned teaching responsibilities, and
3. demonstrate involvement in meaningful research and/or programs for the enhancement of pedagogical skills.

- III. **Minimum Qualifications.** The minimum qualifications for an adjunct or temporary faculty member must include a Master's degree in a field appropriate to the assigned teaching responsibilities. An exception to this minimum requirement may be made only in emergency cases or special situations where the faculty member has unique qualifications that meet a specialized need.
- IV. All faculty members hired or promoted into a tenure-track position of Assistant Professor or above will have met the appropriate terminal degree requirements outlined above.
- V. The concept of appropriate professional experience counting as the appropriate terminal qualification is not to be taken lightly by the Department. The documentation required to support appropriate professional experience will vary with each individual depending on factors such as the organization in which the experience was acquired, the level of responsibility held in the organization, diversity of experience and other factors. For this reason, a standard documentation cannot be specified which will fit all cases but will be specified by the administration after consultation with the faculty member, the department chair, and the Dean of Education, Business and Technology

Assessment Criteria

The Business and Technology Department defines five areas of concentration as follows:

- Area One: Professional Development
- Area Two: Research
- Area Three: Teaching Effectiveness
- Area Four: Service to the Campus and Community
- Area Five: Retention and Recruitment of Students

The above areas of concentration allow the Business and Technology Department to better serve our students, our profession, the campus, and the community. As a result, these five areas will be used to determine promotion and tenure for Department faculty as listed.

Promotion and Tenure

- I. To achieve promotion from Instructor to Assistant Professor, a candidate must first meet the appropriate terminal qualifications.. In addition, the candidate must earn at least 6 points in each of the two areas of Professional Development and Research, 10 points in the area of Teaching Effectiveness, and at least 3 points in each of the areas of Service to the Campus and Community and Retention and Recruitment of Participants during time in rank.
- II. To achieve promotion from Assistant Professor to Associate Professor, a candidate must earn at least 8 points in each of the two areas of Professional Development and Research, 12 points in the area of Teaching Effectiveness, and at least 4 points in each of the areas of Service to the Campus and Community and Retention and Recruitment of Participants during time in rank.

- III. To achieve promotion from Associate Professor to Professor, a candidate must earn at least 10 points in each of the three areas of Professional Development and Research, at least 15 points in the area of Teaching Effectiveness, and at least 6 points in each of the areas of Service to the Campus and the Community and Retention and Recruitment of Participants during time in rank.
- IV. To achieve tenure, a candidate must earn an additional 2 points in one of the three areas of Professional Development, Research, and Teaching Effectiveness in addition to those earned for promotion during time in rank. For purposes of tenure, time in rank refers only to the Assistant, Associate, or Full Professor level. Professors who are hired at the rank of Full Professor will be expected to meet the point values defined in the promotion from Associate Professor to Professor rank plus the additional 2 points required for tenure.

Point Values

Area One: Professional Development

- A. Giving presentations at non-refereed conferences (1 point each)
- B. Giving presentations at refereed conferences (2 points each)
- C. Publishing articles in refereed publications (2 points each)
- D. Publishing articles in non-referred publications (1 point each)
- E. Conducting workshops and/or seminars for business and community personnel (1 point each; maximum 10 points)
- F. Planning local, state, and regional conferences (2 points)
- G. Serving as Project or Asst. Project Director of funded grants (2 points)
- H. Holding elected offices in professional organizations (2 points)
- I. Participating in scholar exchanges (2 points each)
- J. Editing of a professional journal (2 points)
- K. Serving on an editorial committee of a professional journal (1 point)
- L. Serving as a consultant in area(s) of expertise (1 point each; maximum 10 points)
- M. Serving as Club Advisor for student-related organization(s) (1 point per year)

Area Two: Research

- A. Conducting research projects and/or surveys that provide information for the profession and/or campus and community (2 points)
- B. Submitting grant proposals that will enhance the curriculum or institution (2 points)
- C. Developing on-line (or other alternate delivery) courses (2 points each)
- D. Delivering on-line (or other alternate delivery) courses (2 points each)
- E. Analyzing and implementing new technologies in the classroom (1 point each)
- F. Attending workshops on new technologies and/or other business/technology topics that are integrated into the classroom (1 point each)
- G. Actively pursuing advanced degrees and/or other educational opportunities (2 points)
- H. Completing expert certifications in areas of primary teaching responsibilities (2 points each)
- I. Major author of textbook (5 points each)

- J. Writing chapters of books, textbooks, reviewing textbooks for other authors (2 points each)
- K. Development of significant web-based resources that enhance the curriculum and/or the Department and/or the campus community. (2 points each)
- L. Serving on accreditation and/or certification review teams (1 point each)
- M. Direction and supervision of student field project (1 point each; 10 points maximum)
- N. Acting as a consultant to schools, businesses, or other groups (1 point each; maximum 10 points)
- O. Submitting working papers for review (1 point each)

III. *Teaching Effectiveness*

- A. Integrating Service Learning projects into the classroom (1 point; maximum 10 points)
- B. Integrating innovative assessment techniques (e.g. portfolios) for our participants that also allow them to document their accomplishments for prospective employers (1 point; maximum 10 points)
- C. Participating in other activities such as supervising student teachers/interns, cooperative learning/senior project/thesis, and training student assistants. (1 point; maximum 10 points)
- D. Participating in activities that enhance one's background in diverse cultures (1 point; maximum 10 points)
- E. Participating in faculty exchanges (2 points each)
- F. Developing and implementing original instructional material including student projects, problem sets, study guides, and tutorials (1 point; maximum 10 points)
- G. Developing and assessing integration activities such as interdisciplinary activities (1 point; maximum 10 points)
- H. Attending and participating in activities undertaken to improve teaching or enhance the curriculum; for example, workshops on teaching, writing grants, implementing new teaching strategies, implementing honors courses, attending regional/national meetings on university teaching (1 point each; maximum 10 points)
- I. Supervision of student teachers (1 point each; maximum 10 points)
- J. Supervision of internships (1 point each; maximum 10 points)
- K. Supervision of research projects (1 point each; maximum 10 points)

IV. *Service to the Campus and Community*

- A. Developing and maintaining lab settings that enhance the curriculum (2 points; maximum 10 points)
- B. Submission of grants that enhance the facility and the curriculum (2 points each)
- C. Offering training opportunities to faculty/staff in using new technologies (1 point; maximum 10 points)
- D. Serving on numerous committees and task forces beyond the normal assignments (1 point; maximum 10 points)
- E. Participating in projects (both volunteer and appointed) that develop the campus environment (1 point; maximum 10 points)

- F. Acting as consultant or being a member of an advisory committee for local boards or businesses (1 point; maximum 10 points)
- G. Serving as Department Chair or Coordinator (2 points per year; maximum 10 points)
- H. Serving as Web Master for Department (2 points per year; maximum 10 points)
- I. Serving on Faculty Senate (1 point per year)
- J. Serving as Faculty Senate Chair (2 points per year)
- K. Serving as Chair of a major campus committee [other than Faculty Senate] (1 point each; maximum 10 points)

V. *Retention and Recruitment of Participants*

- A. Participating in activities that recruit new clients to campus (1 point each; maximum 10 points)
- B. Maintaining a network of contacts with former participants (1 point each; maximum 10 points)
- C. Participating in public and private organizations that enhance campus, community and youth organizations (1 point each; maximum 10 points)
- D. Working with public schools in a variety of ways that develop a positive image for the campus (1 point; maximum 10 points)
- E. Conducting follow-up activities with advisees beyond office visits about coursework that helped the participants make a positive connection with the campus and community (1 point each; maximum 10 points)

All "points" must represent significant, well-documented accomplishments and the totality of the accomplishments must demonstrate continuing professional growth and valuable contribution to the institution.