

Requirements for Certification of Faculty

For Graduate Instruction

College of Business and Public Administration

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I. Certification Procedure

The following procedure should be used in the certification of faculty for graduate instruction.

1. The chair of each department in conjunction with the area coordinator, should determine the department's need for graduate instructors.
2. The departmental chair or area coordinator is responsible for submitting the credentials (as specified below) of the candidates for graduate instruction to the chair of the Standards and Procedures Committee. The date of submission will be designated each semester by the Committee.
3. The Standards and Procedure Committee will review the candidate's credentials and send a recommendation to the Dean of the College concerning the certification of each faculty member.

II. Materials to be submitted to the Standards and Procedure Committee when seeking graduate certification.

1. A curriculum vitae for the candidate. Each article that is not peer-reviewed should have an asterisk preceding the listing.

A statement from the candidate with supportive information relative to teaching a specific graduate course. Required for Level Three, Type Two certification

2. Completed College of Business and Public Administration Graduate Certification form.
3. A statement from the department chairman or area coordinator in the department or area where the candidate will teach, supporting the candidate's application.

III. Certification Level.

Faculty members may apply for any of three levels of graduate instruction certification. Level One allows faculty to teach 500-800 level courses and to chair dissertation committees. Level Two allows faculty to teach 500-800 level courses, except for doctoral seminar courses (See Appendix A). And level three allows faculty to teach 500-700 level courses.

Level One Certification (Five Years): Allows faculty members to teach 500-800 level courses.

These *full-time* faculty members must have a terminal degree in their area of specialization. They must have an emphasis on discipline-based scholarship, defined as the creation of new knowledge as defined by AACSB or NASPAA.

The minimum requirements for five year certification is the publication or acceptance for publication of five (5) articles presenting disciplined-based research in peer-reviewed academic journals over the last five years or a minimum of three (3) such articles and any combination of four (4) items of discipline-based research from the following list during the last five years:

- a. Research monographs
- b. Scholarly books
- c. Chapters in scholarly books
- d. Proceedings from scholarly national and international meetings
- e. Papers presented at scholarly national and international meetings
- f. Funded research

Level Two Certification (Five Years): Allows the faculty member to teach 500-800 level courses, except for doctoral seminars (See Appendix A).

These faculty members must have a terminal degree in the appropriate discipline and must have published or have accepted for publication over the last five years at least three (3) peer-reviewed journal articles. At least one of these must be considered discipline-based research. Alternately, the faculty member may have published two such articles, one of which is considered discipline-based research, and must have two items from the list of a-f above.

Level Three Certification (Five Years): Allows the faculty member to teach 500-700 level courses. **There are two types of Level Three Certification.**

Type 1 A full-time faculty member with a terminal degree in the appropriate field may be certified in extraordinary cases as identified by the chair and the dean if he/she satisfies the following requirements:

- a. has published at least one peer-reviewed journal article which is considered discipline-based research during the last five years,
- b. has demonstrated the knowledge base to teach a specific course, and
- c. has made demonstrable progress on a current major project.

Type 2 **A candidate who has an advanced degree/certification in the appropriate field AND who demonstrates significant recent professional experience *that provides unique information pertinent to a course beyond what a full-time faculty member can provide* could be certified for up to five years to teach that course. Candidates certified in this section cannot teach MBA core or capstone courses (See Appendix B).**

Provisional Certification (Three Years)

Any faculty member who has held a terminal degree for less than three years may be given a Level Two certification for a period not to exceed three years.

Any faculty member who has a terminal degree and who has returned to a faculty position of teaching and research from an assignment for which at least half the responsibility was administration may receive a Level Two certification for a period not to exceed three years.

Provisional certification may not be renewed.

Doctoral Dissertation Committees

To chair a doctoral dissertation committee a faculty member must be certified at Level One. To be one of the three required members of the a doctoral dissertation committee, College of Business and Public Administration Faculty must be certified at Level Two and non-academics must be certified at Level Three. One of the three required members of the dissertation committee may serve without being graduate certified by the College of Business and Public Administration if he/she is certified outside the College.

APPENDIX A: Doctoral Seminars that May Not Be Taught by Faculty Members with Level Two Certification:

BUSN 800	International Business Seminar
FIN 860	Seminar in Financial Theory
FIN 861	Seminar in Investments
FIN 862	Seminar in International Finance
FIN 863	Seminar in Current Financial Topics
FIN 864	Directed Research Seminar
MKTG 801	Marketing Theory Seminar
MKTG 802	Seminar in Marketing Concepts and Issues
MKTG 803	Seminar in Consumer Behavior
MKTG 813	Fundamentals of Survey Research
MKTG 814	Seminar in Advanced Marketing Methodology
MKTG 826	Seminar in International Marketing Strategy
MKTG 827	Seminar in Marketing Strategy
MGMT 821	Seminar in International Strategic Management
MGMT 835	Seminar in Organizational Theory
MGMT 840	Seminar on Strategy Content
MGMT 842	Seminar on Strategy Processes
MGMT 830	Seminar in Strategic Human Resource Management
MGMT 896	Seminar in Selected Topics in Management

APPENDIX B: MBA Courses that May Not Be Taught by Faculty Members with Level Three-Type Two Certification:

ACCT 601	Accounting for Managers
DSCI 600	Statistics
ECON 604	Managerial Economics and International Trade
FIN 605	Financial Management
MGMT 602	Organizational Management
MKTG 603	Marketing Management
ECON 612	Global and Applied Macroeconomics
IT 610	Information Systems for Managers
OPMT 611	Operations Management with Quantitative Analysis
MGMT 750	Business Policy and Strategy