

# Faculty Handbook

Langdale College of Business Administration  
Valdosta State University

**Effective dates:** All provisions of this Faculty Handbook will be effective immediately upon approval of the faculty with the following exceptions:

- 1) Tenure decisions will be based upon the Faculty Policies Manual / Handbook in effect at the time of hiring; and,
- 2) Promotion and post-tenure decisions made within three years of the adoption of this handbook will be based upon the 2008 Faculty Policies Manual.
- 3) The new journal criteria voted upon and approved at the May 3, 2019 faculty meeting will be effective on August 31, 2019.

Faculty classified as AQ or PQ at the time of adoption will be classified as SA and IP, respectively.

## **New Journal Criteria:**

- 1) The new criteria will only apply to publications submitted on or after the date on which the new criteria go into effect, i.e., the new criteria will not retroactively alter the status of previous publications.
- 2) Journals that have already been vetted as peer-reviewed journals will remain in the Digital Measures repository, provided they are not found on the Cabell’s Blacklist. However, such journals are not automatically counted as Qualified Journals. Regardless of whether a journal appears in the Digital measures repository, faculty will need to document that at least one of the three additional Qualified Journal criteria is met at the time of submission.

I. Faculty Orientation and Guidance .....	3
II. Faculty Rank and Qualification.....	3
III. Faculty Responsibilities .....	9

IV.	Faculty Support .....	12
V.	Faculty Reporting and Evaluation .....	14
VI.	Tenure.....	15
VII.	Promotion.....	21
VIII.	Non-Tenure Track Faculty Ranks.....	24
IX.	Merit Pay .....	24

**I. Faculty Orientation and Guidance**

**A. New Faculty Orientation**

Valdosta State University (VSU) and the Langdale College of Business Administration (LCOBA) share the responsibility for orientation of new full-time faculty. The LCOBA orientation will be



. When a journal provides a range of acceptance rates, the effective acceptance rate will be the lower bound of that range.

b) The journal the Australian Business Deans Council (ABDC) Journal Quality List, as documented by the most recent ABDC list found on the ABDC website.

c) The journal, even if found in Cabell's Blacklist, is of sufficiently high quality or impact as demonstrated by the faculty member and approved in writing. The department head should seek subject matter expertise from within the department when necessary. However, it is stressed that the onus is on the requesting faculty member to present evidence that demonstrates the sufficient quality or impact of the journal in question.

6. Tenure-Track and Non-Tenure-Track Faculty

a) Tenure-Track Faculty: Only candidates meeting the initial requirements of either Scholarly Academic or Practice Academic qualification may be hired for a tenure-track position. Exceptions to this requirement will be at the discretion of the Executive Committee; however, exceptions shall be limited to candidates currently pursuing a terminal degree and hired at the rank of Instructor. Tenure-track status will be stated on the faculty employment contract. Tenure requirements and procedures are stated in Section VI.

b) Non-Tenure-Track Faculty: Faculty members hired for non-tenure-track positions may be full-time or part-time employees. A non-tenure-track faculty member should have SA, PA, SP, or IP Qualification at the time of employment.

7. Participating and Supporting Faculty

a) Participating Faculty Members: All full-time tenure-track and non-tenure track faculty members are classified as Participating. Participating faculty members may be lecturers, senior lecturers, instructors, assistant professors, associate professors, or full professors. They teach, serve on LCOBA and VSU committees, attend faculty meetings, and have full voting rights with regard to policy decisions. With rare exception, VSU

## C. Criteria

The five faculty classifications and their corresponding criteria are as follows.

### 1. Criteria for Scholarly Academic (SA) Qualification

SA Qualification requires a combination of initial academic preparation and maintenance of intellectual activities related to their discipline.

- a) Initial SA Qualification: Newly hired faculty members will be considered SA if they have any one of the following:
  - (1) a PhD or DBA from an AACSB-accredited institution with at least 18 semester hours of graduate credits in their teaching discipline;
  - (2) a JD or LL.M. from an ABA-accredited law school (i.e., for someone primarily teaching business law or legal environment of business);
  - (3) a terminal degree in the field of medicine from an AMA-accredited medical school (i.e., for someone primarily teaching healthcare administration);
  - (4) a terminal degree in a business-related field from a discipline-accredited program with at least 18 semester hours of graduate credits in their teaching discipline (e.g., healthcare administration or supply chain management).
- b) Time Limit on Initial SA Qualification: Faculty members will sustain SA Qualification for five years from the date of their SA-qualifying doctoral degree.
- c) Sustaining SA Qualification: To sustain SA qualification, faculty members must produce at least three contributions related to their discipline within the most recent five-year period. These contributions must include:
  - (1) two articles in QJs (see definition of QJ in Section II.B.5), and
  - (2) one additional contribution, which may include but is not limited to:
    - o intellectual contributions
    - o an additional peer-reviewed journal publication
    - o a

PA Qualification requires a combination of initial academic preparation; business or business-related professional experience, significant in duration and level of responsibility, related to their teaching discipline; and, maintenance of intellectual activities related to their teaching discipline.

- a) Initial PA Qualification: Newly hired faculty members will be considered PA if they have





a) Initial IP Qualification: Newly hired faculty members will be considered IP if, at the time of their initial employment, they have at least \_\_\_\_\_ in a business or business-related field, including at least 18 semester hours of graduate credits in their teaching discipline and professional or business experience, significant in duration and level of responsibility. In limited cases, IP duration, sophistication, and complexity of their professional experience outweigh \_\_\_\_\_ tions.

b) Time Limit on Initial IP Qualification: Faculty members will sustain IP Qualification for three years from the date of their last significant professional experience.

c) Sustaining IP Qualification: To sustain IP qualification faculty members must produce at least two contributions related to their discipline within the most recent five-year period. These contributions must include:

(1) one business or business-related professional experience, significant in duration and level of responsibility, related to their teaching discipline, and

(2) one additional contribution, which may include but is not limited to: intellectual contributions

- a peer-reviewed journal publication
- a conference paper presentation
- a textbook or a chapter publication
- a conference business or business

LCOBA faculty are expected to be effective teachers. Faculty teaching effectiveness will be determined based on a combination of Student Opinion of Instruction (SOI), peer evaluation of teaching, and evidence of student learning and success. The base teaching load for full-time faculty is 15 hours per semester or 30 hours per academic year (e.g., a 5-5 teaching load).

1. Teaching loads

a) The base teaching load for full-time, tenure-track faculty is reduced to 12 hours per semester or 24 hours per academic year (e.g., a 4-4 teaching load). The criteria for determining teaching loads are:

(1) SA qualified faculty who are not on a Faculty Development Plan (see Section III.D) will



1. Advising

University). F



Department heads must meet with each full-time faculty member to review the AFE and obtain In the event the faculty member refuses to sign the AFE, the Dean will arbitrate. Department heads must submit all signed AFEs to the Dean no later than the fourth Friday of February. AFEs are then forwarded to the Office of the Provost and Vice President for Academic Affairs.

**C. Faculty Evaluation Criteria and Measures**

The three primary criteria for retention, promotion, tenure, and merit raise decisions, and their respective percentage weights are: Teaching (45%), Intellectual Contribution (35%), and Service (20%). A partial list of measures used to assess faculty performance for each criterion is provided below.

1. Teaching effectiveness is evaluated by department heads using criteria such as:
  - Peer evaluations of teaching
  - Student Opinions on Instruction (SOIs)
  - Course content for relevance, rigor, and effectiveness in achieving learning objectives
  - Appropriate rigor
  - Course syllabi
  - Maintaining office hours as described above

2. Research and intellectual contributions are evaluated by the department head using criteria such as:

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Faculty with 2 or 3 years of prior service credit must apply for pre-tenure review on or before October 1 of their first academic year.

The department head will notify faculty on or before September 1 that pre-tenure materials are due to the pre-tenure review committee. This committee will be determined by the department head and will consist of three tenured Langdale College faculty within the department if possible. The applicant





The voting constituency will evaluate the candidate on five requirements:  
the terminal degree requirement;  
the teaching requirement;  
the intellectual contribution requirement;  
the service requirement; and  
the professionalism and institutional fit requirement.

Performance in each of these areas will be evaluated as follows:

- a) The terminal degree requirement is:
  - a PhD or DBA from an AACSB-accredited institution with at least 18 semester hours of graduate credits in their teaching discipline;
  - a JD or LLM from an ABA-accredited law school (i.e., for someone primarily teaching business law or legal environment of business);
  - a terminal degree in the field of medicine from an AMA-accredited medical school (i.e., for someone primarily teaching healthcare administration);
  - a terminal degree in a business-related field from a discipline-accredited program with at least 18 semester hours of graduate credits in their teaching discipline (e.g., healthcare administration or supply chain management).
  
- b) The teaching requirement is a satisfactory rating in teaching by the voting constituency using information from the AFEs, FARs and other submitted documents as noted above.
  
- c) The intellectual contribution requirement varies by rank; however, regardless of rank a faculty member with an initial SA-qualified faculty status must be SA-qualified at the time of application, and a faculty member with an initial PA-qualified faculty status must be SA- or PA-qualified at the time of application. The requirement at each rank is as follows:
  - (1) Assistant Professor:
    - At least five intellectual contributions
    - At least three of these must be articles in QJs (see definition of QJ in Section II.B.5)
      - o All three discipline
      - o All three articles must have a VSU affiliation
  
  - (2) Associate Professor:
    - At least seven intellectual contributions
    - At least four of these must be articles in QJs (see definition of QJ in Section II.B.5)
      - o





relationship with students, colleagues, and others who participate in or benefit from their work.

### **3. Post-Tenure Review Report**

The post-tenure review committee report should identify strengths and weaknesses of the candidate and write a letter of recommendation to the Department Head. The Department Head will review the report and the dossier and write a letter of recommendation to the Dean. Candidates will be notified

Promotion beyond the rank of Assistant Professor is limited to tenure-track faculty only. The voting constituency will evaluate the candidate on six requirements:

- the time in rank and time at VSU requirements,
- the terminal degree requirement;
- the teaching requirement;
- the intellectual contribution requirement;
- the service requirement; and
- the professionalism and institutional fit requirement.

Performance in each of these areas will be measured as follows:

1. The time in rank and time at VSU requirements are established by the Board of Regents. The minimum requirements for the two levels of promotion are:

At least two of these must be articles in QJs (see definition of QJ in Section II.B.5)

- Both
- Both articles must have a VSU affiliation

b) Associate Professor:

At least seven intellectual contributions

At least four of these must be articles in QJs (see definition of QJ in Section II.B.5)

- 
- All four articles must have a VSU affiliation

c) Full Professor:

At least twelve intellectual contributions

At least seven of these must be articles in QJs (see definition of QJ in Section II.B.5)

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- At least five of these seven articles must have a VSU affiliation

5. The service requirement is a satisfactory rating by the voting constituency of the

6. The professionalism and institutional fit requirement of the applicant will be

honesty, integrity, and objectivity. They should also foster a respectful relationship with students, colleagues, and others who participate in or benefit from their work.

### **C. Promotion Evaluation and Recommendation Process**

Committee (TPC) will verify whether the candidate has met the minimum requirements for promotion.

The Department Head must provide a letter summarizing the input from all full-time faculty in the department to be included in the dossier. [If the candidate is the Department Head, the Associate Dean will provide this letter.]

the voting constituency during the second and third weeks of October.

TPC chair to the TPC at its annual fall meeting held in the fourth week of October.

After discussion, an anonymous vote will be taken.

The TPC Chair will submit a memorandum, including the vote count of the voting constituency, to the Dean. A copy of the memorandum will be included in the dossier.

Following the meeting, the TPC Chair will inform each candidate of the voting constituency recommendation and the vote count.

which will be sent to the Vice President for Academic Affairs (VPAA).

The VPAA will forward the dossier to the University Tenure and Promotion Committee (UTPC) for review.

The UTPC will make a recommendation to the VPAA who will then convey a decision to the President.

The candidate will be notified of the final decision by the VPAA.

**VIII. Non-Tenure Track Faculty Ranks**

A. Lecturer:

This is a full-time position.

This position can be renewed annually based on: 1, a satisfactory rating on teaching and service by the Department Head; and 2, budget availability.



