Policy and Procedures for the
The Department of Accounting,
McCoy College of Business Administration, Texas State University

PPS 5: Personnel Evaluation, Reappointment, Merit and Promotion Decisions

PPS 5.07 Criteria for Academic and Professional Qualifications

Copied from the Cof B PPS

This faculty management policy states the criteria for classifying a faculty member as academic or professionally qualified.

Academically Qualified (AQ) Status:

Initial AQ status: Academically qualified (AQ) status is established by any one of the following:

1. An academic doctoral degree in the area in which the individual teaches.
2. A doctoral degree in a business field, but primary teaching responsibility in a business field that is not the area of academic preparation,
3. A doctoral degree outside of business, but primary teaching responsibilities that incorporate the area of academic preparation, with maintenance of active involvement in the area of teaching responsibility.
4. A doctoral degree outside of business and primary teaching responsibilities that do not incorporate the area of academic preparation, with additional coursework or personal study necessary to verify adequate preparation for teaching in the area of responsibility.
5. A specialized graduate degree in taxation, either through a graduate degree in taxation or graduate degree in law and accounting, for the purposes of teaching taxation.
6. Substantial specialized coursework in the field of primary teaching responsibilities, but no research doctoral degree.

Maintenance of AQ status: Academically qualified (AQ) status is maintained by continuing development activities that sustain academic qualifications, to include two or more discipline specific peer reviewed journal articles in addition to other discipline specific intellectual contributions or professional development activities within the last five years.

Other Intellectual Contributions (examples include):
Scholarly books, non-peer-reviewed journal articles, book chapters, published book reviews, funded research grants (external to the college), scholarly monographs, textbooks, peer-reviewed proceedings, peer-reviewed case publications with instructional materials (not in peer-reviewed
journals), study guides, peer-reviewed paper presentations, invited presentations, instructional software, publicly available material describing the design and implementation of new curricula or courses, technical reports related to funded projects, publicly available research working papers, and documented works in progress.

*Professional Development Activities* (examples include):
Relevant journal and/or other business publication editorships and/or editorial board/committee service, consulting activities that are material in terms of time and substance, faculty internships, sustained professional work supporting qualified status, leadership positions in recognized professional/academic societies, advanced academic coursework, relevant, active service on boards of directors, documented continuing professional education experiences, and significant participation in professional and/or academic conferences.

Professionally Qualified (PQ) Status:

**Initial PQ status:** Professionally qualified (PQ) status is established by at least a master's degree in a field or discipline related to teaching responsibilities and substantial, sustained relevant professional experience. In order to assure the degree of experience, prior to initial recognition of the PQ status of a faculty member, the McCoy College of Business Administration Council (CBAC) may review the background and relevant documents supporting PQ status, and make its recommendation to the dean as to the appropriateness of the designation. The dean of the McCoy College may approve, modify, or disapprove the CBAC recommendation.

**Maintenance of PQ status:** Professionally qualified (PQ) status is normally maintained by substantive and sustained activities which support the affirmative determination of the faculty member’s currency and relevance in the teaching field. Specifically, during the five year period prior to the date of review, faculty designated as professionally qualified should demonstrate significant professional experience, additional academic preparation, or other professional development activities linked to the teaching field. PQ status may be maintained by having been professionally and privately engaged full time in the area of teaching responsibility during at least one year of the five year period, or inclusion of at least two, which may be of the same category of activity, of the following related to the area of teaching responsibility:

1. Substantive involvement at an appropriate level of managerial responsibility in a public, private, or not-for-profit enterprise, or professional or pro-bono consulting;
2. Certification, or maintenance of certification through continuing education, or credentials directly related to the area of teaching responsibility;
3. Meaningful presentation of scholarly papers at professional or scholarly meetings, workshops, or seminars;
4. Professional education presentations or training to others within the profession which is the subject of the PQ status;
5. Securing and successfully completing an external grant, requiring submission of a final report;
6. Substantive involvement in regionally or nationally recognized for-profit or not-for-profit, public or private corporation, organization, or enterprise;
7. Publication of scholarly work in peer-reviewed proceeding of a scholarly meeting or conference;
8. Journal or business publication editorships or editorial board or committee service;
9. Internships and position shadowing;
10. Advanced academic coursework supporting the area of teaching responsibility;
11. Significant participation in professional or academic conferences.

Recognizing the broad sweep of possible professional and educational opportunities, the above list of PQ activities is non-exclusive. Evidence of other development may suffice for PQ maintenance if adequate justification is presented. The degree of substance and relevance of any activity, including the above listed activities, is subject to determination and review by the chair of the department to which the faculty member is assigned, as well as the dean of the McCoy College of Business Administration. Satisfaction of AQ maintenance requirements will satisfy PQ maintenance requirements.

The overarching consideration in evaluating activities supporting the maintenance of qualifications is whether such activities are both 1) substantive and at sustained levels, and 2) support currency and relevance for teaching, scholarship, and other mission related professional responsibilities. Although status as Academically Qualified or Professionally Qualified is normally established at the time of hire, a faculty member may be reclassified if, at the time of reclassification, the faculty member meets either the initial or maintenance standard for the revised status. Such reclassification shall be initiated by the chair of the department with the approval of the personnel committee to which the faculty member is assigned, and submitted to CBAC, with all necessary supporting documentation, for review and recommendation. As with an initial proposal of PQ status, the dean of the McCoy College may approve, modify, or disapprove the CBAC recommendation.

ADMINISTRATIVE APPOINTMENTS
Individuals holding faculty status and also holding a significant administrative appointment (e.g., Dean, Associate Dean, or Chair) are encouraged to maintain Academically or Professionally Qualified status. This can be accomplished by engaging in development activities and experiences consistent with a role in administration or by demonstration of currency in development activities relevant to the mission and strategic plan of the College. Administrators must regain traditional AQ or PQ status within five years upon returning to the faculty.