

UNO College of Business Administration (CBA) Requirements regarding Academically Qualified (AQ) and Professionally Qualified (PQ) Faculty

This document addresses AACSB Standard 10 which states: *The faculty has, and maintains, intellectual qualifications and current expertise to accomplish the mission and to assure that this occurs, the school has a clearly defined process to evaluate individual faculty member's contributions to the school's mission.* (AACSB 2007, p. 43)

This document is effective as of April 20, 2007 and will be used as the basis for our next AACSB re-accreditation review in 2010. This document does not carry any implications about reappointment, promotion, or tenure (RPT), workload assignments, or annual performance reviews. For information on RPT, workload assignments, and annual performance reviews, see *Policies and Procedures* of the UNO College of Business Administration (adopted May 2005) and *Faculty Workload Assignment Policy for Post-Tenure Faculty*, and the current UNO AAUP Contract. No changes will be made to this document until after the 2010 AACSB review unless approved by two-thirds of the CBA voting faculty as defined in *Bylaws* Section 2.1.

- I. AACSB requirements for this Standard
 - A. Faculty must be classified as Academically Qualified (AQ), Professionally Qualified (PQ), or Other (neither AQ nor PQ). *At least 90 percent of faculty resources must be either academically or professionally qualified. At least 50 percent of faculty resources must be academically qualified.* (AACSB 2007, p. 43)
 - B. *The school must specify criteria for granting and maintaining AQ and PQ status and have a process for evaluating faculty qualifications.* (AACSB 2007, p. 43)
 - C. *The school must provide documentation supporting each faculty member's status.* (AACSB 2007, p. 44)

II. UNO CBA Criteria for Academically Qualified (AQ) Status

A. Requirements for initial AQ status

1. Academic preparation: Earned Ph.D. or relevant academic degree per AACSB (2006b) Table 1, No. 1 – No. 6 (pages 5 – 8).
2. Professional experience: Preferred but not required.
3. Teaching preparation
 - a) Evidence of teaching preparation in the new hire's doctoral program or at another university.
 - b) New hires lacking previous teaching preparation will be required to attend the next offered UNO new faculty workshop.
4. A faculty member who holds PQ or Other status may become AQ upon earning the requisite degree in A.1. above.

B. Length of initial AQ status

1. A faculty member who has an earned Ph.D. or relevant Table 1 degree, No. 1 – No. 5 (AACSB 2006b, pages 5 – 8), has AQ status for the five years immediately following attainment of that degree. (See AACSB 2006b, page 15.)
2. A faculty member who is ABD (AACSB Table 1, No. 6b (2006b, p. 8)) has AQ status for *no more than three years beyond the most recently completed graduate comprehensive examination or other milestone that puts the student into the dissertation stage* (AACSB 2007, p. 45).
3. During the first five years of the faculty member's initial appointment, the faculty member must make adequate progress toward tenure and promotion consistent with CBA Policies and Procedures. Adequate progress toward tenure and promotion will be determined by the faculty member's department personnel committee.

- ### C. Teaching eligibility: Faculty members with AQ status are eligible to teach either graduate or undergraduate courses. A faculty member who loses his/her AQ status, and does not have PQ status, is classified as **Other** (i.e., neither AQ nor PQ). Such **Other** faculty ought not be assigned to graduate courses. However, such **Other** faculty are eligible to teach graduate courses if the level of the faculty member's intellectual capital clearly warrants a graduate level assignment. The faculty

member's department chair shall make that determination and shall report that determination to both the Faculty Development Council and the Dean. Each such **Other** faculty member shall develop a plan for re-establishing AQ status or establishing PQ status in a timely manner and shall submit that plan to the Faculty Development Council for feedback.

D. Maintenance of AQ status

1. For a faculty member to maintain AQ status, the faculty member must provide adequate documentation that, in the previous five-year period, the faculty member has either:
 - a) published **three** CBA Policies and Procedures 5.2.2 Category IA or IB intellectual contributions;
or
 - b) published **two** CBA Policies and Procedures 5.2.2 Category IA or IB intellectual contributions **AND** completed **three** additional intellectual contribution, professional development, or current professional experience activities;
or
 - c) published **one** CBA Policies and Procedures 5.2.2 Category IA or IB intellectual contribution **AND** completed **six** additional intellectual contribution, professional development, or current professional experience activities. Section II.D.2. below indicates activities that are acceptable for meeting the additional intellectual contribution, professional development, or current professional experience activities requirement in Sections II.D.1.b and II.D.1.c.
2. The following list indicates activities that are considered additional intellectual contributions, professional development, or current professional experience activities for maintaining AQ status.
 - a) Intellectual contributions identified in CBA Policies and Procedures 5.2.2 Category II, III, or IV
 - b) Obtaining a new professional certification or license
 - c) Annual continuing education or testing to maintain an existing professional certification (1 year of maintenance = 1 activity)
 - d) Editor, co-editor, editorial board member, associate editor, or special issue editor for a peer-reviewed journal (1 year = 1 activity)
 - e) Faculty-in-residence
 - f) Dissertation or masters thesis chair
 - g) Creating a new course offered by UNO CBA (one activity at the time the course is initially taught; can be counted only once in a five-year period)
 - h) Any 5 of the following completed within the five-year review period counts as 1 activity: 1) review of an article for a peer-reviewed journal, 2) discussant at a regional or national meeting, 3) attend a teaching conference

- (relevant to courses the faculty member is teaching) at the regional or national level, 4) serve as dissertation or masters thesis committee member, and 5) serve as faculty advisor for an EMBA international capstone project.
3. Papers (published or forthcoming) can only be counted once within a five-year period. The faculty member will choose either the acceptance date or publication date to use for counting each paper and specify that date in his/her Status Claim.
- E. Re-establishing lost AQ status: To re-establish AQ status, a faculty member must produce intellectual contributions and complete intellectual contribution, professional development, or current professional experience activities at the level required for “Maintenance of AQ status” as described in II.C.1.

III. Criteria for Professionally Qualified (PQ) Status

A. Requirements for initial PQ status

1. Academic preparation: Earned Master’s Degree in an area relevant to one’s teaching responsibility.
2. *Professional experience must be significant in both duration and level of responsibility and consistent with the area of teaching responsibilities. (AACSB 2006a, p. 3). A minimum of 36 months of full-time professional experience, or its part-time equivalent, meets this requirement for “significant in duration and level of responsibility.”*
3. *Extensive professional experience that provides intellectual capital that is reasonably comparable to that received from a master’s degree may substitute for the master’s degree requirement. (AACSB2006a, p. 11). Cases in which faculty members have PQ status without appropriate master’s degrees should be limited. (AACSB 2006a, p. 11)*
4. Faculty hired without the requisite PQ academic preparation or the requisite experience may attain PQ status after initial hiring by meeting the requirements in Sections III.A.1 through III.A.3 of this document.
5. Faculty without the terminal degree necessary for AQ status who were hired prior to the effective date of this document and who have taught 10 course sections in the College of Business Administration at UNO are considered to have met the initial PQ status requirements.

- B. Length of initial PQ status: The PQ status is lost five years after initial appointment if the “Maintenance of status” criteria in III.D are not met.
- C. Teaching eligibility: Faculty members with PQ status are eligible to teach either graduate or undergraduate courses. Those teaching graduate core courses are expected to have *extensive and specific expertise based on a significant business career* relevant to the course being taught. (See AACSB 2006a, page 8.) As a general guideline, a minimum of 60 months of full-time professional experience, or its part-time equivalent, is appropriate for teaching graduate core courses. A faculty member who loses his/her PQ status, and does not have AQ status, is classified as **Other** (i.e., neither AQ nor PQ). Such **Other** faculty ought not be assigned to graduate courses. However, such **Other** faculty are eligible to teach graduate courses if the level of the faculty member’s intellectual capital clearly warrants a graduate level assignment. The faculty member’s department chair shall make that determination and shall report that determination to both the Faculty Development Council and the Dean. Each such **Other** faculty member shall develop a plan for re-establishing PQ status or establishing AQ status in a timely manner and shall submit that plan to the Faculty Development Council for feedback.
- D. Maintenance of PQ status
1. For a faculty member to maintain PQ status, the faculty member must engage in at least **five** professional development or experience activities related to his/her teaching area during the previous five-year period. Faculty teaching graduate courses are encouraged to engage in more than five activities during the previous five-year period.
 2. Professional development or experience activities may include:
 - a) Any of the items listed in II.D.1 or II.D.2 of this document. (Publication of a peer-reviewed paper or textbook will count as three activities for PQ maintenance.);
 - b) Current work experience in the field at a significant level of responsibility (1 year equals one activity);
 - c) Current teaching experience in the field (4 full-time semesters equals one activity);
 - d) Active and significant consulting;
 - e) Presentations to professional organizations or at professional conferences (local, regional, or national);

- f) Preparing course materials for and/or delivering executive education or continuing professional education;
- g) Reviewing textbooks for publishers (full-text review equals one activity);
- h) Attending conferences, workshops, seminars, courses, or other continuing education opportunities that advance, develop, or update the faculty member's teaching area knowledge or teaching skills (15 total contact hours equals one activity);
- i) Actively serving on a board of directors, (1 year equals one activity);
- j) Executive level involvement with a professional certification carrier or certification board (1 year equals one activity);
- k) Significant active involvement in entrepreneurial activities (such as starting a business, developing a business plan, obtaining outside financing);
- l) Introduction of new technology that enhances the learning experience in a course (first semester of use only; can be counted as only one activity in a five-year period);
- m) Extensive reading or use of audio-visual or online resources to maintain currency in the faculty member's teaching area (must be documented by a journal or log listing the resources and dates read/used; can be counted as only one activity in a five-year period);
- n) Creating a new CBA-numbered course offered by UNO CBA (one activity at the time the course is officially approved; can be counted only once in a five-year period).

E. Re-establishing lost PQ status: To re-establish PQ status, a faculty member must engage in intellectual contribution, professional development, or current professional experience activities at the level required for "Maintenance of PQ status" as described in III.D. above.

IV. Process for Determining Status

A. Faculty Claim

1. For full-time faculty members who are required to complete an Annual Review each February, the faculty member must include in his/her Annual Review his/her claim of current status (AQ, PQ, or Other) and justify that status by appropriate documentation. The faculty member's claim must be supported by evidence that the faculty member has achieved and maintained the claimed status based on the criteria in this document. This evidence must be provided through the completion and submission of the UNO CBA AQ/PQ Status Claim Form

(Excel workbook). This Form includes a modified version of the AACSB's Table 10-1 (AACSB 2007).

2. For part-time faculty members, the faculty member must complete the UNO CBA AQ/PQ Status Claim Form (Excel workbook) and submit it with his/her initial contract and with each contract renewal.

B. Department Chair Opinion

1. If the faculty member's department chair concurs with the faculty member's status claim, then that status is established. For individual items being claimed, once the claimed item is agreed upon by the claimant and chair, it cannot be revoked in a future year.
2. If the faculty member's department chair disagrees with the faculty member's status claim, then the chair must document his/her challenge, and the challenge is automatically appealed to the Status Appeal Committee.

C. Status Appeal

1. The Status Appeal Committee shall be the Faculty Development Council.
2. The Status Appeal Committee shall evaluate the faculty member's claim and supporting documentation as well as the department chair's documented challenge. The Status Appeal Committee shall be the final determination of the faculty member's current status as either AQ, PQ, or Other.

- D. Notification of Status Requirements: This document describing the AQ/PQ requirements shall be included in the documentation provided to each new faculty member, and the faculty member's department chair shall discuss with that person the importance of engaging in activities that maintain the faculty member's AQ or PQ status.

E. Other Procedural Issues

1. Department chairs are responsible for sending the UNO CBA AQ/PQ Status Claim Form (Excel workbook) of each faculty member in his/her department to the chair of the Faculty Development Council as soon as these Forms are approved by the department chair.

2. The Faculty Development Council is responsible for annually monitoring the AQ/PQ/Other status of all faculty members and reporting percentage information (related to Section I.A. of this document) to the Dean.
3. Prior to a hire letter being sent to a new full-time faculty member, the department chair shall (a) complete the Excel workbook in section IV.A.; (b) based upon that Excel workbook, estimate the AQ, PQ, or Other status of the new hire; (c) send both that Excel workbook and the chair's estimate of the new hire's status to both the Faculty Development Council and the Dean; and (d) the Faculty Development Council shall promptly react in writing to the chair's estimate, with the Faculty Development Council sending its reaction to both the chair and the Dean.
4. Part-time faculty may be hired by the department chair prior to the completion of the process in section IV.E.3. However, the IV.E.3. process shall be completed prior to sending a hire letter for the second semester of teaching to the part-time faculty member, and no later than completing the first semester of teaching.

Sources cited

- AACSB International. 2007. *Eligibility Procedures and Accreditation Standards for Business Accreditation*. Revised: January 31, 2007. http://cba.unomaha.edu/icba/AACSB_STANDARDS_Revised_Jan07.pdf
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- UNO AAUP Contract. <http://www.unomaha.edu/aaup/UNOAAUPcontract.pdf>
- UNO CBA AQ/PQ Status Claim Form (Excel workbook). http://cba.unomaha.edu/icba/UNO_CBA_AQPQ_Status_Claim%20Form.xls