

**Youngstown State University
School of Graduate Studies**

**Graduate Faculty Membership Standards Document
College of Business Administration**

In accordance with the guidelines specified in the *YSU Graduate Studies Policy Book*, the following sections provide the guidelines and criteria for membership in the WCBA Graduate Faculty as adopted by the WCBA Graduate Studies Committee with input from WCBA graduate faculty and offered for information to the WCBA faculty.

The WCBA's Graduate Studies Committee believes that the guidelines will (1) enable WCBA faculty who are interested in becoming a candidate for graduate faculty to effectively present their cases; (2) aid the WCBA graduate faculty members who serve on the WCBA Graduate Studies Committee to make their selections, and (3) present the YSU Graduate Faculty Membership Committee and the YSU Graduate Council with the guidelines and criteria used by the WCBA in determining graduate faculty status.

Candidates for graduate faculty status in the WCBA should be able to demonstrate effectiveness in teaching, scholarship, and service along with the integration of the three, where applicable. The WCBA Graduate Studies Committee will use a portfolio as its means of evaluation of candidates for graduate faculty status. Candidates will be expected to supply specific examples of teaching, scholarship, and University service as defined below.

Teaching

Examples of activities used to assess teaching are provided below. This list is not meant to exclude other examples of teaching:

1. Involvement in the coordination of the WCBA graduate program.
2. Involvement in the graduate curriculum and program development.
3. Acceptance of graduate teaching responsibilities.
4. Supervision of theses.
5. Other relevant activities.

Scholarship

WCBA graduate faculty are expected to make intellectual contributions on a consistent basis. The working definition of an acceptable intellectual contribution is "those written items, as listed in AACSB Standards, p. 26, IC.1." (see attachment).

To be considered for recommendation to graduate faculty status, the applicant must have at least one article published in a refereed journal in the two-year period prior to the application date, and two additional refereed publications in the latest five-year period.

However, the applicant may substitute three of the following for one refereed journal article:

- Published proceedings from international, national or regional conferences germane to your discipline.
- Serving as a chair or moderator at international, national or regional conferences germane to your discipline.
- Acting as a journal editor or member of editorial review board.
- Books, book chapters, published book reviews or cases.
- Serving as an officer in professional organizations at the international, national, or regional level.
- Grants.
- Referee of at least 6 journal articles

According to the AACSB standards, faculty members should make intellectual contributions on a continuing basis appropriate to the school's mission. The outputs from intellectual contributions should be available for public scrutiny by academic peers or practitioners. Interpretation of the components of intellectual contributions are:

Basic Scholarship--The creation of new knowledge.

Outputs from basic scholarship activities include publication in refereed journals, research monographs, scholarly books, chapters in scholarly books, proceedings from scholarly meetings, papers presented at academic meetings, publicly available research working papers, and papers presented at faculty research seminars.

Applied Scholarship--The application, transfer and interpretation of knowledge to improve management practice and teaching.

Outputs from applied scholarship activities include publication in professional journals, professional presentations, public/trade journals, in-house journals, book reviews, and papers presented at faculty workshops.

Instructional Development--The enhancement of the educational value of instructional effort of the institution or discipline.

Output from instructional development activities include textbooks, publications in pedagogical journals, written cases with instructional materials, instructional software, and publicly available materials describing the design and implementation of new courses.

Service

Examples of activities used to assess service may be found in Appendix G of the YSU/YSU-OEA *Agreement*. The following are examples of activities used to assess service. This list is not meant to exclude other examples of service.

1. Participation and level of activity of University service at the graduate level.

2. Participation and level of activity of discipline-related activity in professional organizations.
3. Administrative duties in the graduate program.
4. Other relevant service.

Graduate Membership Status

Designated Member

A WCBA faculty member may be awarded designated member status in the graduate faculty if he or she meets the University requirements for designated member status with justification from the chair for the faculty member's appointment to this graduate membership status.

Associate Member

A WCBA faculty member may be awarded associate member status in the graduate faculty if he or she meets the University requirement for associate membership and has a development plan to make himself or herself qualify for regular graduate member status. This category is limited to two two-year terms.

Regular Member

A WCBA faculty member may be awarded regular member status in the graduate faculty if he or she meets the University requirements for regular member status and if he or she is an intellectual contributor as defined above.

Procedures for Acquisition of Regular Graduate Faculty Membership

1. The department chair or the faculty member submits the application for Regular Membership to the WCBA Graduate Studies Committee. The candidates are encouraged to include supporting documentation with their application. The WCBA Graduate Studies Committee makes a recommendation based on the WCBA Guidelines and Criteria for Membership in the Graduate Faculty and forwards the recommendation to the School of Graduate Studies. The candidate is entitled to appear before the Graduate Studies Committee, which communicates its decision to the candidate before sending it to the School of Graduate Studies.
2. The WCBA Graduate Studies Committee's recommendation is sent to the Graduate Council for final action. The procedures for the acquisition of Regular Member status are coordinated through the School of Graduate Studies.