

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES  
SECTION 700 (LECTURERS)**

DNCBE

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

**FORMAT:** *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

**BACKGROUND INFORMATION:**

1. **CHECK ONE:** Are proposed changes those of College  or Department  procedures?
2. Date that current proposed changes were sent forward 12/14/2021
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: \_\_\_\_\_
  - b. Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
4. **For College Personnel Procedures:**
  - a. Indicate the date the college faculty voted to approve the proposed changes: 12/08/2021
5. (Optional) Briefly state the rationale for your proposed changes: 5-year review of personnel procedures

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

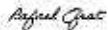
1. **WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
2. **Signed Cover Sheet in PDF format.**

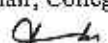
**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

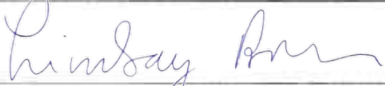
Chair, Department Personnel Committee \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)**

 Rafael Efrat \_\_\_\_\_ Date 07/26/2022

Chair, College Personnel Committee \_\_\_\_\_ Date \_\_\_\_\_  
 Chandra Subramaniam \_\_\_\_\_ Date 07/27/2022

College Dean \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date May 25, 2022

Chair, Personnel Planning and Review Committee \_\_\_\_\_ Date \_\_\_\_\_

<i>(for PP&amp;R use only)</i>	SP 2022	FA 2026
FA 2022	FA 2025 (for changes in criteria)	
Approval Date	Effective Date (see attached)	Date of Next Review

**DAVID NAZARIAN**  
**COLLEGE OF BUSINESS AND ECONOMICS**

**PERSONNEL PROCEDURES:**  
**HANDBOOK FOR**  
**LECTURERS**

## Table of Contents

<b>I. MISSION STATEMENT, VISION AND STRATEGIC THEMES .....</b>	<b>1</b>
<b>II. FACULTY MEETINGS .....</b>	<b>3</b>
<b>College Faculty Meetings .....</b>	<b>3</b>
<b>Department Meetings.....</b>	<b>3</b>
<b>III. NOMINATION AND ELECTION PROCEDURES .....</b>	<b>4</b>
<b>Nomination Procedures .....</b>	<b>4</b>
<b>Election Procedures .....</b>	<b>4</b>
<i>Sample Ballot .....</i>	<i>7</i>
<b>IV. COLLEGE COMMITTEES.....</b>	<b>8</b>
<b>Standing Committees.....</b>	<b>8</b>
Academic Technology Committee .....	8
Assurance of Learning and Accreditation Committee .....	9
Administrative Council.....	10
Business Honors Program Advisory Committee .....	11
Graduate Committee.....	12
College Personnel Committee .....	14
Curriculum Management and Policy Committee.....	15
Research and Grants Committee .....	16
Strategy Assurance Committee.....	18
Strategic Vision Committee.....	19
Scholarship Committee.....	20
<b>Leaders in Alliance (LA) .....</b>	<b>21</b>
<b>David Nazarian College of Business and Economics Advisory Board.....</b>	<b>22</b>
<b>Committee Reports.....</b>	<b>22</b>
<b>V. INSTITUTES/CENTERS OF THE COLLEGE.....</b>	<b>23</b>
<b>VI. COLLEGE PERSONNEL POLICIES .....</b>	<b>24</b>
<b>Introduction.....</b>	<b>24</b>
<b>General Policies.....</b>	<b>24</b>
Objectives .....	24
Hiring New Lecturers.....	25
Retention of Lecturers .....	25
Ongoing Standards for Lecturers.....	27
<b>Other Policies .....</b>	<b>28</b>
<b>VII. RESPONSIBILITIES OF ACADEMIC ADMINISTRATORS .....</b>	<b>30</b>
<b>Associate Dean.....</b>	<b>30</b>
<b>Department Chairs .....</b>	<b>30</b>
<b>Manager of Academic Resources.....</b>	<b>31</b>

Assurance of Learning Director .....	31
Director of the Student Services Center/EOP Satellite.....	32
Director of Development and Alumni Relations .....	33
Director of Graduate Programs .....	33
Directors of Internships.....	34
Managing Director of Career Education and Professional Development .....	34
<b>VIII. LECTURER RESPONSIBILITIES AND DUTIES .....</b>	<b>35</b>
General Policies .....	35
Additional College Policies .....	35
Lecturer Qualifications .....	39
Faculty Sufficiency Standards .....	47
Graduate Faculty .....	47
<b>IX. GUIDELINES FOR SUMMER SESSION.....</b>	<b>58</b>
<b>X. STUDENT ASSISTANTS.....</b>	<b>59</b>
<b>XI. EQUIPMENT, SUPPLIES, SPACE AND BUDGET .....</b>	<b>59</b>
<b>XII. CHANGES IN COLLEGE POLICY .....</b>	<b>60</b>
<b>Appendix. GUIDANCE FOR POLICY REGARDING QUALIFICATION .....</b>	<b>61</b>

## VI. COLLEGE PERSONNEL POLICIES

### A. Introduction

1. This section of the handbook describes the rules used by the David Nazarian College of Business and Economics governing hiring of lecturers and ongoing standards for lecturers.
2. The relationship between the College Personnel Policies and othersets of rules is laid out below.
  - a. All procedures in recruiting and hiring lecturers are governed by the provisions of Section 700 (California State University, Northridge Administrative Manual), and the Agreement Between the Board of Trustees of the CSU and the California Faculty Association: Unit 3 - Faculty (the Collective Bargaining Agreement).

The current Faculty Collective Bargaining Agreement under Article 19 on Disciplinary Action Procedure provides the process for the dismissal, demotion or suspension of lecturers. None of the provisions of the Nazarian College Personnel Procedures shall be construed as a basis for, or used for the purposes of, dismissal, demotion, or suspension of lecturers.

- b. Consistent with the rules mentioned in 2.a., the College Personnel Policies described in this handbook provide additional rules for hiring of lecturers and ongoing standards for lecturers.
- c. Consistent with the rules mentioned in 2.a. and 2.b., the departments of the David Nazarian College of Business and Economics may define additional rules for hiring lecturers. Such additional rules must be approved as specified in Section 700.
- d. Recommendations for retention shall be evaluated consistent with the methods defined in the University Administrative Manual, Section 700.

### 8. General Policies

1. Objectives
  - a. Teaching is our primary mission: therefore, the capacity for teaching excellence shall be of primary importance in hiring and recommendations for retention.
  - b. Continuing academic and/or professional scholarship is essential to excellence in teaching; therefore, lecturers are expected to continue to contribute to their field of study throughout their career.
2. Hiring New Lecturers

- a. The University Administrative Manual, Section 700 and the Collective Bargaining Agreement govern all recruitment and selection procedures.
- b. The College will hire candidates for lecturer positions who are qualified in one of the four classifications defined in Section VIII.C of this Handbook. For lecturers hired directly from industry, the college will use the breadth and quality of previous professional experience as a ranking criterion.
- c. In making recommendations, the Department will consider the following factors:
  - 1) How the candidate's qualifications support the mission of the College and the University;
  - 2) Specific needs of the College's degree programs and majors;
- d. Recruitment processes shall be consistent with the policies of the Office of Equity and Diversity. Specific guidelines can be found in Guide for Recruiting Faculty and Procedures for the Recruitment and Appointment of Faculty, issued by the Office of Faculty Affairs.

### 3. Retention of Lecturers

#### a. General Concerns

- 1) All retention recommendation procedures are governed by the University Administrative Manual, Section 700, Collective Bargaining Agreement, and the Nazarian College Personnel Procedures.

All procedures regarding promotion and evaluation of lecturers are governed by the University Administrative Manual, Section 700 and the Collective Bargaining Agreement.

- 2) The degree requirement is met when the Dean of the David Nazarian College of Business and Economics receives notice from the Registrar at the awarding institution of the completion of all the requirements for the degree and of the date on which the degree will be awarded.

Determination of retention of lecturers is performed in a manner consistent with the policies described in the University Administrative Manual, Section 700. In addition, subsequent appointments will require lecturers have maintained their academic qualifications through demonstration of professional growth and development in addition to teaching competence.

### 4. Ongoing Standards for Lecturers

#### a. Expected Performance in Teaching

All lecturers teaching classes are expected to be current in their instructional field, effective in the creation and delivery of instruction, and accessible to students consistent with College and Department standards. In addition, all lecturers are expected to use feedback from College assessments to improve their teaching. In accordance with the University Administrative Manual, Section 700, teaching effectiveness shall be evaluated based on procedures established by the Department, including classroom visitations and student evaluations.

b. Expected Performance in Field of Study

All lecturers are expected to be qualified in one of the four classifications defined in Section VIII.C. Failure to maintain academic qualifications will deem the lecturer 'not satisfactory'. See Section VIII.C.7.

C. Other Policies

1. Student Evaluation of Teaching

Students evaluate the performance of lecturer teaching. The evaluation of teaching performance is confidential and is processed in accordance with Section #2 below. Lecturers receive summaries of student evaluations of their teaching.

a. Scheduling

- 1) Student evaluations of faculty (SEF) are administered for all classes in at least one semester each academic year. A department that administers SEF for all classes in only one semester will also administer SEF in the alternative semester for faculty who elect to do so or need additional SEF to meet both two-class and six-unit academic year minimums. SEF shall be administered for classes representative of the faculty member's teaching assignment or all classes if the faculty member teaches less than both minimums.
- 2) Written student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Those lecturers teaching only one class per year must be evaluated by students in that class. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment.
- 3)

b. Processing

- 1) Computer-produced summaries of the questionnaires shall be prepared and distributed as follows:

One copy to the lecturer, one copy to the Department Chair, and one copy to the lecturer's Personnel Action File, and,

for graduate level courses, one copy to the Graduate Director (who shares with the Department Chairs the responsibility for staffing graduate courses in this College).

- 2) The teaching evaluation summaries shall be retained for a minimum of five years. The source documents for the student evaluation of lecturers shall be retained for one year from the date of administration of the questionnaires.
- 3) Each lecturer shall be notified when the copies of the computer-produced summaries and free-form responses are available.

## VIII. LECTURER RESPONSIBILITIES AND DUTIES

### A. GENERAL POLICIES

Nazarian College lecturers are governed by University policies regarding responsibilities and duties as specified in the University Administrative Manual, Section 700.

### B. ADDITIONAL COLLEGE POLICIES

#### 1. Classroom Autonomy means:

- a. No classroom may be visited by unauthorized persons without previous consent of the instructor.
- b. The use of any recording devices in a classroom is subject to the consent of the instructor.
- c. No representative of the media may visit a classroom to take photographs or notes without first obtaining consent of the instructor and notifying the Office of Public Relations.

#### 2. Class Meetings

- a. The lecturer who is unable to meet a class shall notify the Department Chair as soon as possible, but no later than the scheduled start time of a missed class meeting, unless an emergency situation arises.
- b. Classes shall not be canceled without prior approval of the Department Chair, except in cases where the need to cancel the class cannot be determined in advance.
- c. In any semester, the instructor planning to miss more than one class meeting to attend professional meetings must obtain approval of the Dean.
- d. A lecturer who has arranged for a substitute instructor shall notify



the Dean or the Department Chair by memo before the substitution occurs.

- e. Before relocating a class, the lecturer shall notify the Department Chair.

### 3. Curriculum

The curriculum is the responsibility of the faculty, and is the primary means for carrying out the mission of the College and its degree programs. Modifications in the curriculum may be suggested by the results of assessment, the establishment of new, or modified, degree programs, changes in accreditation requirements, or by changes in the disciplines.

Any lecturer may propose curriculum changes. Such proposed changes must be approved by the relevant department faculty before consideration by the Curriculum Management and Policy Committee (undergraduate curriculum) or Graduate Committee (graduate curriculum). The Curriculum Management and Policy Committee or Graduate Committee will review the proposals and report them to the College faculty together with the Committee's recommendations.

All curriculum changes, after approval by the College faculty, must be approved by the University's Educational Policies Committee (undergraduate curriculum) or Graduate Studies Committee (graduate curriculum), and by the Provost, before they can become effective.

### 4. Exams and Term Papers

All unreturned exams, term papers, and projects will be retained by the lecturer for a period of one year.

### 5. Final Examinations

- a. Only sound academic reasons warrant the scheduling of a final course examination that deviates from the time published in the Schedule of Classes.
- b. The approval of the Department Chair and of the Dean of the College must be obtained prior to registration and preregistration (if any) in order to change the published date and time of a final course examination.
- c. Students shall be notified of the scheduling change during preregistration (if any) and registration.
- d. If any student enrolling in the course has a conflict with the adjusted schedule, the instructor shall conduct a special final examination.

### 6. Office Hours

- a. Lecturers must schedule one office hour for each class

section taught per week with a maximum of three office hours per 702.1. Faculty shall also be available for consultation by appointment.

- b. Lecturers are to strive to schedule office hours at times which are most convenient for the majority of students enrolled in their classes.
- c. Office hour listings for all lecturers must carry the notation-- "And by Appointment".

C. QUALIFICATIONS

1. Objectives

The first purpose of this policy is to promote a community of scholars in which all faculty members are committed to life-long learning, excellence is expected and achieved, and mutual support and encouragement for continual improvement is part of the college culture. The second purpose is to help ensure that faculty members meet the faculty qualification requirements as given in this document.

The College expects all faculty to maintain Academic qualification throughout their careers. Academic qualification requires a combination of original academic preparation plus maintenance of currency in an individual faculty member's area of teaching.

2. Academic Qualification

The faculty, individually and collectively, must sustain intellectual capital in their fields of teaching, demonstrating currency and relevancy of intellectual capital to support the Nazarian College mission, expected outcomes, and strategies including teaching, scholarship, and other mission components. The faculty will demonstrate adherence to this standard through the four classifications of faculty qualification and engagement and their definition given below. Guidelines for maintaining faculty qualifications follow.

Sustained Qualifying Activities		
	Research/Publication	Applied/Practice
Substantial Professional Experience + Master's or higher	Scholarly Practitioner (SP)	Instructional Practitioner (IP)

Initial Qualification: Terminal Degree or Professional Experience	Doctoral Degree	Scholarly Academic (SA)	Practice Academic (PA)

Faculty who have not sustained currency and relevance related to their teaching disciplines through the requisite scholarly or professional activity will be classified as *Additional Faculty*. *Additional Faculty* will be classified as “unsatisfactory” to teach a class.

### 3. Intellectual Contributions

Intellectual contributions (IC) of the faculty are divided into three categories: (1) Basic or Discovery Scholarship, (2) Applied or Integration/Application Scholarship, and (3) Teaching and Learning Scholarship. These categories are defined as follows:

- *Basic or Discovery Scholarship* generates and communicates new knowledge and understanding and/or development of new methods. Intellectual contributions in this category are normally intended to impact the theory, knowledge, and/or practice of business, economics and management.
- *Applied or Integration/Application Scholarship* synthesizes new understandings or interpretations of knowledge or technology; develops new technologies, processes, tools, or uses; and/or refines, develops, or advances new methods based on existing knowledge. Intellectual contributions in this category are normally intended to impact the practice of business, economics, and management.
- *Teaching and Learning Scholarship* develops and advances new understandings, insights, and teaching content and methods that impact learning behavior. Intellectual contributions in this category are normally intended to impact the teaching of business, economics, and management.

Consistent with the Mission and Vision of the College, and its graduate and undergraduate programs, the College seeks to maintain the following aggregate portfolio percentages among the three categories of intellectual contributions:

- Teaching and Learning Scholarship: 10-25%
- Applied or Integration/Application Scholarship: 45-55%

- Basic or Discovery Scholarship: 35-45%

The criterion at the College level is that the balance of contributions among the three categories must reflect the College's mission; however, the College's total portfolio of contributions cannot be predominantly in the area of teaching and learning scholarship. The College's desire for a more balanced overall portfolio will not affect the judgment of any one faculty member's individual portfolio.

#### 4. Lecturer Responsibility

Lecturers shall report their intellectual and professional contributions as they accomplish them in the College's faculty activity reporting platform. They should place documents that cannot be included in the reporting platform and are not in their Personnel Action File (PAF) into their Professional Information File (PIF). The PIF provides evidence of the lecturer's intellectual and professional activities. Lecturers may also choose to provide information regarding their teaching effectiveness, such as pedagogical narrative or recent communications from students, in their PIF.

#### 5. Predatory Journals<sup>1</sup>.

To limit the impact of predatory journals and publishers on the integrity of the scholarly mission of the Nazarian College of Business, the following policy shall apply: 1. No publication appearing in the Scholarly Open Access list of Individual Predatory Journals or list of Predatory Publishers shall be used to meet faculty qualifications as described in the Nazarian College Personnel Procedures ([https://libguides.csun.edu/predatory\\_publishing](https://libguides.csun.edu/predatory_publishing)). 2. No internal funds allocated to faculty by the College or the department for scholarly purposes can be used to pay publication fees in any journal on the Scholarly Open Access list of Individual Predatory Journals and Publishers. 3. The faculty members is charged with the initial responsibility of ensuring the journal is not predatory. In addition, all reviewing agencies are responsible for examining the suitability of a research outlet for purposes of faculty qualifications, hiring, promotion, or tenure related decisions and are required to consult the Scholarly Open Access list of Individual Predatory Journals and Publishers when making evaluations about the scholarly publications.

#### 6. Criteria for Maintenance of Qualification

It is important for faculty to have appropriate initial preparation, either academic or professional, at the time of hire and to remain engaged in scholarship and/or practice throughout their career at the David Nazarian College of Business and Economics. A point system for intellectual and professional contributions to maintain qualification as SA, PA, SP, and IP is given below. Faculty members demonstrate maintenance of their qualification by engaging in activities that earn points for meeting the minimum requirement for each category.

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<sup>1</sup> Definition adopted from "Predatory Journals: no definition, no defence." (*Nature* 2019, December 11). Retrieved from <https://www.nature.com/articles/d41586-019-03759-y>

Scholarly Academic (SA). To maintain SA status, faculty members are expected to develop a portfolio of intellectual contributions that demonstrate currency in their field and support the mission of the Nazarian College. As evidence of maintaining SA status, faculty members must earn a minimum of 8 points over a five-year period. Points may be earned for intellectual/professional contributions as described in VIII.C.6 below for Categories A, B, C, D and E. At least 6 points in any five-year period must be earned in Category A or B.

Practice Academic (PA). To maintain PA status, faculty members are expected to be engaged in professional activities on a regular basis or make other contributions to the advancement of practice. These may include Basic or Discovery Scholarship intellectual contributions, consulting activities, service on boards of directors, etc. As evidence of maintaining PA status, faculty must earn a minimum of 6 points over a five-year period. Points may be earned for intellectual/professional contributions as described below for Categories A, B, C, D and E. At least 2 points during any five-year period must be earned from Category E.

- Faculty who have an administrative appointment that does not include research-designated release time will be granted PA status while on administrative assignment and for a grace period equal to their absence up to three years. They are expected to show progress toward renewing SA status during this grace period and to fully meet the criteria for SA status at the end of this additional period.

Scholarly Practitioner (SP). To maintain SP status, faculty members are expected to be engaged in academic pursuits on a regular basis. These may include peer-reviewed journal articles, editorship of academic journals or business publications, participation in academic societies, membership on review boards, etc. As evidence of maintaining SP status, faculty must earn a minimum of 4 points over a five-year period. Points may be earned for intellectual/professional contributions as described below for Categories A, B, C, D and E. At least 2 points during any five-year period must be earned from Category A, B, C, or D and 2 points from Category E.

Instructional Practitioner (IP). To maintain IP status, faculty members are expected to be engaged in professional activities on a regular basis or make other contributions to the advancement of practice.

These may include substantial consulting activities, participation in business-related professional events, service on boards of directors, etc. As evidence of maintaining IP status, faculty must earn a minimum of 4 points over a five-year period. Points may be earned for professional contributions as described below for Category E. These criteria are summarized below.

	SA	PA	SP	IP
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Points Required from Specific Categories	At least 6 points from A or B	At least 2 points from E	At least 2 points from A, B, C or D and 2 points from E	At least 4 points from E
Minimum Total Points Required	8 points	6 points	4 points	4 points

7. Point System for Intellectual and Professional Contributions

a. Intellectual Contributions

1) Category A: 3 points each

- The list of impact journals is found on the official Nazarian College webpage. For personnel evaluations, candidates are "grandfathered" into the impact status of a journal for the 3 year period.

2) Category B: 2 points each

- Articles or cases in peer-reviewed journals in the area of the faculty member's primary teaching responsibility. Peer-reviewed journal publications must have an acceptance rate of not more than 40% as reported by directories of peer-reviewed journal listings and rankings. In addition, contributions must normally satisfy the following three criteria:

*Mission Relevance.* The contribution shall apply to one or more of the following areas: basic or discovery scholarship, applied or integration/application scholarship, and teaching and learning scholarship.

*Public Availability or Verifiability.* A contribution is available for public scrutiny when practitioners or academic peers can, without undue difficulty, locate and retrieve the contribution in physical or electronic form. A contribution is verifiable when there is a public record that independently verifies the individual's work, for example, the listing of editorial board members in a professional journal.

*Independent Quality Assurance.* There must be a way to ensure that the contribution satisfies an acceptable standard of quality in the field. A common method is the peer-review process in which a contribution is read, assessed, critiqued, and subjected to sound acceptance standards by individuals with relevant academic or professional experience.

- First edition of academic textbooks in the faculty member's

discipline (see Appendix for further guidance on how to interpret or implement certain aspects of the faculty qualification policy).

- Scholarly book that involves original scholarly research (see Appendix for further guidance on how to interpret or implement certain aspects of the faculty qualification policy).
- Book chapters in scholarly books that involve original research (see Appendix for further guidance on how to interpret or implement certain aspects of the faculty qualification policy).
- Book aimed at improving business practice (see Appendix for further guidance on how to interpret or implement certain aspects of the faculty qualification policy).
- Principal Investigator(s) of an award of a significant (>\$50,000) grant, contract, or sponsored project from a foundation, for-profit or non-profit organization, or public agency. Faculty member must provide evidence of the award and of deliverables.

### 3) Category C: 2 points each

- Articles or cases in peer-reviewed journals in the area of the faculty member's primary teaching responsibility with an acceptance rate greater than 40%.
- Research reports or scholarly monographs resulting from original research that meet the peer-review criteria.
- Trade book on a topic relevant to the faculty member's discipline with field-based research.
- Principal Investigator(s) of an award of a substantial (\$10,000 - \$50,000) grant, contract, or sponsored project from a foundation, for-profit or non-profit organization, or public agency. Faculty member must provide evidence of the award and of deliverables.

### 4) Category D: 1 point each

- Subsequent editions of academic textbooks.
- Article, paper, or case presented at academic conferences and published in conference proceedings.
- Case published in non-peer-reviewed publication (i.e., a textbook).
- Article in faculty member's discipline published in a non-peer-reviewed journal that otherwise meets the criteria above.
- Service as editor for a professional or academic journal.
- Service on the review board of an academic journal.
- Service on the board of an academic organization.
- Publicly available consulting report or testimony to an agency of government in a faculty member's area of expertise.
- Instructional software or simulation that is widely used beyond CSUN.

- Article on business practice or other area relevant to the faculty member's discipline in newspapers with national or regional distribution or magazines/journals with a broad readership; includes an article that does not fall into Category A or B.
- Invited address, presentation, lecture or colloquium in a faculty member's area of expertise.
- Publication in non-peer-reviewed trade journal.
- Presentation at a regional, national or international academic or professional conference.
- Book review in an academic journal.
- Ad hoc reviewing for academic journals or national or international academic conferences. (1 point each; maximum 2 points).

b. Professional Contributions

1) Category E: 2 points each except where noted

- Obtaining or completing the maintenance of appropriate academic or professional certification or licensure (e.g., CPA, CMA, California bar license, technical certifications such as Oracle, SAP, CISSP). No more than two points may be earned over a five-year period.
- Full-time employment in a senior managerial position or may be earned once over a five year period.  
consulting activities of significant level, substance, and duration (90 or more hours per semester). (1 point each; maximum 2 points)
- Management responsibility or ownership in an outside business.
- Serving in an active leadership role in a business, non-profit or community-based organization (e.g., board of directors). 1 point per year. No more than two points can be earned over a five-year period.
- Conducting a professional executive workshop or seminar. (1 point each; maximum 2 points)
- Significant leadership participation in a business professional organization.
- Administrative position at the university, college, or department level that drives strategic change, curriculum development, or new program development.

8. Failure to Maintain Qualification Status

Section 706.1 states the department/college may develop specific criteria and evaluation procedures regarding appointment, service salary increase and elevation to a higher salary range. To maintain appropriate accreditation standards, lecturers who do not meet the criteria for maintaining SA, PA, SP, or IP status will be deemed to be not qualified and are not eligible to teach.

9. Process for Determining and Documenting Faculty Qualification Status



The department chair and the associate dean review the faculty activity report and professional information file, consult with the lecturer, and request additional documentation as needed. They determine the lecturer's intellectual contribution classification, supporting or participating status, and if the lecturer meets the expectations of the Nazarian College for qualification. The decision of the dean of the Nazarian College is final regarding qualification status.

#### D. FACULTY SUFFICIENCY STANDARD

Standard 5 of the Accreditation Standards for Business Accreditation of The Association to Advance Collegiate Schools of Business states: "The school maintains and deploys a faculty sufficient to ensure quality outcomes across the range of degree programs it offers and to achieve other components of its mission." This is the faculty sufficiency standard. In accordance with this standard, at least 40% of the credit hours produced must be produced by faculty qualified as Scholarly Academics. Additionally, at least 60% of the credit hours produced must be produced by a combination of faculty qualified as Scholarly Academics, Practitioner Academics and Scholarly Practitioners. Finally, at least 90% of the credit hours produced must be produced by a combination of faculty qualified as Scholarly Academics, Practice Academics, Scholarly Practitioners and Instructional Practitioners. This standard means that faculty qualified as Other must represent less than 10% of the credit hours produced. This standard is summarized as follows:

SA	40%
SA+ PA+ SP	60%
SA+ PA+ SP + IP	90%

#### E. PARTICIPATING AND SUPPORTING FACULTY

##### 1. Participating Faculty

Participating Faculty are those members who are actively engaged in Nazarian College's activities beyond their direct teaching responsibilities. Each faculty member's status will be evaluated each year by the Department Chair. Faculty members are participating if they engage in more than one of the following activities within the Nazarian College:

- curriculum development,
- advising,
- attendance at faculty and discipline meetings,
- voting on policy and curriculum decisions,
- service on school and institutional committees, and
- other activities that support the role and mission of the Nazarian College.

Participating faculty must deliver at least 75% of the Nazarian College teaching and participating faculty members will deliver at least 60% of the teaching within each discipline (typically identified as degree program or majors).

##### 2. Supporting Faculty

Supporting Faculty are generally lecturers who can be less than full-time or full-time and their primary responsibilities are instruction and course development.

Supporting Faculty are not required to participate in the governance of the Nazarian College.

APPENDIX  
**GUIDANCE FOR POLICY REGARDING FACULTY QUALIFICATION**

This appendix provides further guidance on how to interpret or implement certain aspects of the faculty qualification policy given in Section VIII.C of the Faculty Handbook.

Re SECTION VIII C.6.a. - Intellectual Contributions

In general, intellectual contributions deemed by the department and Dean to meet or exceed the scope and quality of a refereed journal article may substitute for journal articles. The following are examples of intellectual contributions (in each case, first editions and major revisions):

- Discipline-based scholarly books
- Books aimed at improving business practice
- Textbooks
- Scholarly book chapters

The following are examples of intellectual contributions that, although valued, would not be considered as intellectual contributions that fit in category A or B:

- Papers in proceedings
- Presentation at an academic, trade or professional conference or seminar
- Widely available working papers
- Editing a book of readings
- Book reviews in journals
- Development of publicly available databases to assist others' research
- Development of publicly available professional software
- Study guides for textbooks
- Serving as an editor, editorial board member, or reviewer
- Serving as manuscript reviewer for a major publisher
- News media articles that relate to business development, commerce or related issues
- Consulting at a level at which the lecturer is recognized as a leader in his/her field and for which written documentation or other evidence of contributing to the field and/or our classes was produced
- Organizing, chairing, or serving as a discussant at a conference
- Development of new instructional technology
- New curricula or course development
- Development of new teaching methods
- Development of new technology for instruction
- Creation of executive or professional education courses