

College of Business
Guidelines For Promotion in Rank
(Revised on 9/4/19 by RTP Committee)

The procedure for promotion will be according to the process specified in the Faculty Handbook. The Retention, Tenure and Promotion (RTP) Committee will meet, review the applications, and vote on the applicants based on the supporting documents submitted to the committee. The committee submits their recommendations for promotion to the Dean. With concurrence of the Dean, the applications for promotion are forwarded to the Vice President for Academic Affairs. Promotion from one rank to the next should represent a consistent scholarly progression of publications, excellence in teaching, and service to the College of Business and the University. For faculty hired at a particular rank, the following describes the minimum criteria for promotion to the next rank:

Minimum Criteria for Promotion in Rank:

Instructor:

To be appointed to the rank of instructor, the applicant must possess a master's degree from an accredited university in the field of study in which he/she will teach and meet all current requirements set-forth by AACSB and SACS to be qualified. The applicant must demonstrate the potential for scholarly activity, excellence in teaching, and service to the university. Appointment to the rank of instructor is renewable on an annual basis.

Assistant Professor:

To be promoted to the rank of assistant professor, the applicant must possess a master's degree from an accredited university in the field of study in which he/she will teach, plus graduate work or equivalent extraordinary professional experience in the field (according to AACSB and SACS standards). The applicant must have a minimum of 2 refereed *business-related content journal publications* in the preceding 5 years, demonstrate acceptable teaching performance, and demonstrate active service to the University and College of Business; or hired as a Ph.D., D.B.A. degree or A.B.D in a tenure track position. The applicant must demonstrate a collegial and respectful attitude toward colleagues and students.

Tenured or tenured-track faculty who are not qualified as academic (scholarly/practice) according to AACSB standards will receive a zero for the research component of his or her performance review. Further, lack of qualification as an academic (scholarly or practice) classification means that the faculty member will not be considered for merit raises.

Associate Professor:

To be promoted to the rank of associate professor, the applicant must possess an earned terminal degree from an accredited university in the field of study or extraordinary professional experience in the field in which he/she will teach (according to AACSB and SACS standards). The applicant must have a minimum of 5 years of full-time teaching experience at the level of assistant professor. They must have a minimum of 6 intellectual

contributions as defined by AACSB (2 of which must be in *business-related content refereed journal publications*) within the most recent five-year period. *No more than 3 of the intellectual contributions will be considered in the year prior to the application for promotion.* The faculty member should demonstrate acceptable teaching performance and active service to the University and College of Business. The applicant must also demonstrate a collegial and respectful attitude toward colleagues and students.

Tenured or tenured-track faculty who are not qualified as academic (scholarly/professional) according to AACSB standards will receive a zero for the research component of his or her performance review. Further, lack of qualification as an academic (scholarly or practice) classification means that the faculty member will not be considered for merit raises.

Full Professor:

To be promoted to the rank of full professor, the applicant must possess an earned terminal degree from an accredited university in the field of study in which he/she will teach (according to AACSB and SACS standards). The applicant must have a minimum of 5 years of full-time teaching experience at the level of associate professor. They must have a minimum of 8 intellectual contributions as defined by AACSB (3 of which must be in *business-related content refereed journal publications*) within the most recent five-year period. *No more than 3 of the intellectual contributions will be considered in the year prior to the application for promotion.* The faculty member should demonstrate acceptable teaching performance and active service to the University and College of Business. The applicant must also demonstrate a collegial and respectful attitude toward colleagues and students.

Tenured or tenured-track faculty who are not qualified as academic (scholarly/professional) according to AACSB standards will receive a zero for the research component of his or her performance review. Further, lack of qualification as an academic (scholarly or practice) classification means that the faculty member will not be considered for merit raises.