**Youngstown State University**

**College 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, ICI" (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**

Category 3

A WCBA faculty member may be awarded category 3 member status in the graduate faculty if he or she meets the University requirements for category 3 member status with justification from the chair for the faculty member's appointment to this graduate membership status.

Category 2

A WCBA faculty member may be awarded Category 2 member status in the graduate faculty if he or she meets the University requirement for a Category 2 membership and has a development plan to make himself or herself qualify for Category 1 graduate member status. This category is limited to two two-year terms.

Category 1

A WCBA faculty member may be awarded category 1 member status in the graduate faculty if he or she meets the University requirements for category 1 member status and if he or she is an intellectual contributor as defined above.

Procedures for Acquisition of Category 1 Graduate Faculty Membership

1. The faculty member submits the application and supporting documents to the department chairperson.
   1. In listing data justifying Category I membership, faculty must follow a standard format that meets their College’s guidelines. In regard to publications and other scholarly works, complete citation should be given following a bibliographic practice standard to the discipline. Each item should be identified as refereed or not refereed.
   2. Data submitted must be pertinent to the discipline in which the faculty member is seeking Category I membership and pertinent only to the time since any previous application (usually five years).
   3. Faculty bear the responsibility for explicitly justifying the relevance of submitted data whenever that relevance would not be obvious to any colleague outside their college and/or discipline.
   4. Departmental chairs are strongly encouraged to explicitly link the standards of the college and discipline to the data submitted in making evaluations of faculty for category I membership.

2. The department chairperson submits the application and a recommendation for **Category I** Membership to the College Dean and then the College of Graduate Studies Committee.

3. The College Graduate Studies Committee makes a recommendation based upon the Membership Standards Document of the college as filed with the College of Graduate Studies. The applicant shall be entitled to appear before the College Graduate Studies Committee. College Graduate Studies Committees are strongly encouraged to strictly enforce existing standards in evaluating faculty for category I membership.

4. The College of Graduate Studies will record the College Graduate Studies Committee action and forward approved applications to the Graduate Council members.

5. Graduate Council will review each application based on the Membership Standards Documents established by the College Graduate Studies Committees.

6. Graduate Council approves or disapproves the recommendation of the College Graduate Studies Committee. The Dean of the College of Graduate Studies notifies the applicant of the decision of Council. Faculty members may appeal decisions directly to Graduate Council.