



California State University
Dominguez Hills

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Memorandum

Date: November 10, 2006
To: Allen A Mori, Provost and Vice President of Academic Affairs
From: James T. Strong, Dean *James T Strong*
Cc: Iris Baxter, Chair, Public Administration, Gus Martin, Assistant Vice President,
Faculty Affairs
Re: Intellectual Contributions Policy

I strongly recommend that you approve the attached intellectual contributions policy (dated November 2006) approved by the chair and department of public administration. This policy is the product of much discussion and thought and I believe it serves the interests of the faculty, department, college, and university.

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**DEPARTMENT OF PUBLIC ADMINISTRATION
INTELLECTUAL CONTRIBUTIONS POLICY**

November, 2006

Introduction

The Public Administration Department has prepared this document in compliance with University PM 90-05, which requires Departmental Definitions of Scholarship and Creative Activity. The purpose of the PM is to ensure that “faculty members being reviewed for reappointment, tenure, or promotion are aware of how their department defines scholarship and creative activity.” In this regard, the Department of Public Administration is committed to maintaining its accreditation status with the National Association of Schools of Public Affairs and Administration (NASPAA), which reported very positively on the Department during past accreditation audits.

In compliance with University PM 90-05 and NASPAA’s guidelines, the Public Administration faculty is expected to make contributions in three areas: Teaching, Scholarly Activities, and Service. The purpose of this document is to establish guidelines for: 1) appointment, reappointment, tenure and promotion; 2) awarding of research and publication assigned time; and 3) academic qualification. This policy is effective immediately (upon the approval of the dean and provost).

Academically Qualified

Faculty must engage in scholarship to maintain currency in their disciplines and to be effective teachers. Since publishing is a factor in maintaining accreditation, it is expected that faculty will publish in academic and professional journals. To maintain academic qualification, a faculty member must have at least three scholarly publications or equivalent (scholarly books, monographs, textbooks, chapters in books) during the previous five years. Two of these publications must be published in refereed journals and one can be published in a non-refereed practitioner journal. Publications can be in academic, professional, legal and pedagogical journals, research monographs, scholarly books, chapters in scholarly books, textbooks, proceedings from scholarly meetings of renowned professional associations, completed papers presented at faculty research seminars, book reviews in renowned publications, published cases with instructional materials, instructional software, and other publicly available materials describing the design and implementation of new curricula and courses during the previous five years of which at least two must be journal publications or equivalent.

In addition to publications, other activities may be appropriate for showing that faculty members are acting to maintain discipline currency. Such activities may include participation in continuing education seminars and professional association meetings, serving as editor of a discipline journal, sitting on a corporate board, engaging in consulting, and enrolling in a graduate course in an emerging field.



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Reappointment, Tenure and Promotion of Probationary Faculty

Tenure track faculty appointments must show a record or the promise of meeting expectations defined below for tenure and promotion to the associate level. Reappointment, tenure and promotion decisions are based on the evaluation of individual performance. Ultimate responsibility for meeting standards rests with the candidate. Probationary Public Administration faculty are expected to have at least three publications or equivalent (scholarly books, monographs, textbooks, chapters in books) over the five year period prior to final consideration for tenure and promotion to associate professor in the fall of their sixth year of service. Two of these publications must be published in refereed journals or equivalent and one can be a non-refereed, practitioner journal of suitable quality. It is understood that publications may be sole or joint authorship. Candidates are encouraged to go beyond these minimum expectations to build a record worthy of tenure. The various reappointment evaluating committees will annually review works in progress, submissions, and publications relative to progress toward tenure and communicate their assessment to the probationary faculty. The minimum publication expectation for promotion to professor is three refereed journal articles or equivalent over a five year period after promotion and appointment to associate professor.

Assigned Time for Publication

Probationary Faculty. Probationary Public Administration faculty may be given 6 units per academic year publication assigned time during their probationary period as long as the faculty member demonstrates progress toward tenure and promotion. Progress toward tenure and promotion will be determined by the appropriate evaluating committees based on the standards set forth in this document. In the event of limited resources available for publication assigned time, probationary faculty will have as high a priority for receiving assigned time as qualified tenured faculty by virtue of being probationary faculty in good standing.

Tenured Faculty. The publication expectation for granting publication assigned time is one refereed journal publication or equivalent for six units of assigned time. Thus, the major criterion is on work completed. Generally, assigned time will be awarded annually, at the end of the spring semester. Future assigned time will be awarded on the basis of prior scholarly work accepted for publication. A one semester grace period of assigned time (three units) may be granted when past record and existing works-in-progress warrant. The past five year record will discriminate among faculty who may be considered for a grace period. Other scholarly activities that may warrant publication assigned time include the publication of cases, publication of papers converted from conference proceedings, scholarly books, research monographs, and textbooks.

Publication Quality

Scholarly publications from refereed journals and periodicals will carry heavier weights than non-refereed journals and periodicals. The definition of quality differs; therefore, the determination of which are high quality journals, publishers, and periodicals is an academic question and will be determined by traditional



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academic means. The heart of such academic means is the objective review process. This process may additionally be determined by knowledgeable individuals in the academic discipline outside of California State University, Dominguez Hills. The quality of faculty publications is important and high quality should be recognized and encouraged. It is recognized that the quality of publications varies significantly as do the criteria by which quality is judged, due to significant differences between types of publications. For example, quality criteria differ between a refereed journal article and a textbook. High quality publications will receive more credit toward the decision categories of academic qualification; appointment, reappointment, tenure and promotion; and the awarding of research and publication assigned time. By recognizing and providing quality guidelines faculty are encouraged to reach for higher levels of excellence. Quality expectations vary across these decisions due to differences in workload expectations and choices and past practice. Publication quality will be determined by overall reputation and perception of the publication or similar publications by academics in the discipline. Publications are often judged by the number of times the work is cited by other colleagues. The quality of books and monographs may also be judged by the number of copies sold and the level of recognition in the discipline. Journal quality in particular may be manifested in measures such as acceptance rates, number of issues published (age), reputation of the editorial board and editor, sponsorship of the journal, number of reviewers and utilization of blind review and other relevant factors. It is recognized that none of these factors are definitive but considering many or all will yield a reasonable answer to the question of journal quality. Article quality will be assumed to be related to journal quality but additionally be determined by knowledgeable individuals in the academic discipline. Other factors, such as the number of coauthors may also be taken into consideration.

BUSINESS PROGRAM INTELLECTUAL CONTRIBUTIONS POLICY

Introduction

Faculty in the College of Business Administration and Public Policy (CBAPP) departments of Accounting, Finance and Law, Information Systems and Operations Management, Management and Marketing have prepared this policy in compliance with University PM 90-05 which requires Departmental Definitions of Scholarship and Creative Activity. The purpose of this PM is to ensure that "faculty members being reviewed for reappointment, tenure, or promotion are aware of how their departments define scholarship and creative activity." In general, faculty are expected to make contributions in three areas: teaching, scholarly activities, and service. These three areas of contribution are evaluated in the specific decisions listed below. The purpose of this document is to provide guidelines for faculty, administrators, and accreditation representatives in directing effort and evaluating scholarly activity regarding the following decisions: 1) academic qualification of faculty; 2) appointment, reappointment, tenure and promotion regarding the specific criteria of intellectual contributions; 3) awarding of research and publication assigned time. This policy is effective immediately.

Publication Quality

The quality of faculty publications is important and high quality should be recognized and encouraged. It is recognized that the quality of publications varies significantly as do the criteria by which quality is judged, due to significant differences between types of publications. For example, quality criteria differ between a refereed journal article and a textbook. High quality publications will receive more credit toward the decision categories of academic qualification; appointment, reappointment, tenure and promotion; and the awarding of research and publication assigned time. By recognizing and providing quality guidelines faculty are encouraged to reach for higher levels of excellence. Quality expectations vary across these decisions due to differences in workload expectations and choices and past practice. Publication quality will be determined by overall reputation and perception of the publication or similar publications by academics in the discipline. Publications are often judged by the number of times the work is cited by other colleagues. The quality of books and monographs may also be judged by the number of copies sold and the level of recognition in the discipline. Journal quality in particular may be manifested in measures such as acceptance rates, number of issues published (age), reputation of the editorial board and editor, sponsorship of the journal, number of reviewers and utilization of blind review and other relevant factors. Many of these factors are found in Cabell's Directory of Publishing Opportunities, which has directories for Accounting, Economics and Finance, Management, Marketing, and Computers. It is recognized that none of these factors are definitive but considering many or all will yield a reasonable answer to the question of journal quality. Article quality will be assumed to be related to journal quality but additionally be determined by knowledgeable individuals in the academic discipline. Other factors, such as the number of coauthors may also be taken into consideration.

Academically Qualified

Faculty must engage in scholarship to maintain currency in their disciplines and to be effective teachers. Since publication is required to maintain accreditation, it is expected that faculty will publish articles in referred journals and other academic and related publications. To maintain academic qualification for accreditation purposes, a faculty member must have at least four scholarly

publications in refereed journals (academic, professional, and pedagogical), research monographs, scholarly books, chapters in scholarly books, textbooks, proceedings from scholarly meetings, papers presented at academic or professional meetings, publicly available research working papers, papers presented at faculty research seminars, publications in trade journals, in-house journals, book reviews, written cases with instructional materials, instructional software, and other publicly available materials describing the design and implementation of new curricula and courses during the previous five years of which at least two must be refereed journal publications or equivalent¹. Academic qualification standards will be proportionately reduced for faculty participating in the Faculty Early Retirement Program (FERP). The fiscal year (July 1 to June 30) will be the unit of time. The priority for graduate instruction will be given to faculty who have published at least two journal articles and two additional publications for a total of four scholarly publications in five years. The preference of the School is to staff classes with academically qualified faculty.

In addition to publications, other activities may be appropriate for showing that faculty members are acting to maintain discipline currency and relevance. Such activities may include participation in continuing education seminars and professional association meetings, serving as editor of a discipline journal, sitting on a corporate board, engaging in consulting, enrolling in a graduate course in an emerging field, and renewing teaching and professional certificates. Faculty may be allowed to substitute such activities for some scholarly publications as long as they publish at least one refereed journal article (or equivalent¹) plus one peer-reviewed proceedings/conference paper in a five-year period. However, the portfolio of intellectual contributions is expected to emanate from a substantial cross-section of faculty in each discipline², and the business program expects that most faculty members will meet or exceed our normal academic qualification standard as described in the paragraph above.

Appointment, Reappointment and Tenure of Probationary Faculty

Candidates for tenure track faculty appointment must show a record or the promise thereof that meets the expectation defined below for tenure and promotion to the associate level. Probationary faculty are expected to have a minimum of three refereed journal articles or equivalent¹ over a five-year period in applying for tenure and promotion to associate professor in the fall of their sixth year of service. Candidates are urged to go well beyond this minimum expectation. It is understood that publications may be bunched; however, in order to be reappointed, probationary faculty, in consultation with their department chair, should have a plan and reasonable work in progress in order to reach the minimum expectation of three refereed journal articles or equivalent. The various reappointment evaluating bodies will review that plan, works in progress, and publications relative to progress toward tenure annually and communicate to the probationary faculty their judgment. The minimum publication expectation for promotion to professor is three refereed journal articles or equivalent¹ over a five year period. Candidates are urged to go well beyond this minimum expectation.

Assigned Time for Publication

Probationary Faculty

Probationary faculty may be given publication assigned time during their probationary period as long as the faculty member demonstrates progress toward tenure and promotion guidelines. In the event of limited resources available for publication assigned time, probationary faculty will have as high a

¹ equivalent publications are scholarly books, monographs, and textbooks and chapters in these publications

² Standards for Business Accreditation, AACSB International, 2005, p. 43.

priority for such assigned time as qualified tenured faculty by virtue of being probationary faculty in good standing.

Tenured Faculty

The publication expectation resulting from the granting of publication assigned time is one refereed journal publication or equivalent for six credits (units) of assigned time. Future assigned time will be awarded on the basis of prior publication or scholarly work accepted for publication. Thus, the major criterion is on work completed. Generally, assigned time will be awarded annually, at the end of the spring semester. A one semester grace period of assigned time (three credits) may be granted when past record and existing works in progress warrant. The School will make every effort to fund publication assigned time for all qualifying faculty. Faculty requiring a grace period will have lower priority than those who qualify. The past five year record will discriminate among faculty who may be considered for a grace period. Other scholarly activities that may warrant publication assigned time include the publication of cases, scholarly books, research monographs, textbooks, and refereed conference proceedings. Assigned time standards for faculty on FERP will be proportionately reduced.

Professional Qualified Faculty

A faculty member is considered professionally qualified if she or he meets the following criteria:

1. A master's degree or above in a field related to the area of teaching assignment.
2. Current professional experience relevant to the area of teaching assignment, and significant in duration and level of responsibility.
3. Evidence of continuous learning to maintain professional qualification during the most recent five-year period, which may include some professional practice (e.g., management, consulting, training, accounting practice) and/or academic activities (e.g., scholarly publications, conference participations, coursework in an emerging field).

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³ Source: Passed by the faculty of the departments in the business program (Accounting, Finance and Law, Information Systems and Operations Management, Management and Marketing), College of Business Administration and Public Policy, August 21, 2006.