

**CCB Faculty Qualification Policy**  
*Effective July 1, 2017 – June 30, 2022*

**Scholarly Academic (SA) Faculty Qualification Status**

**Initial SA Qualification Status**

SA status is granted to newly hired faculty members who earned their research doctorates within the last five years prior to the review dates.

Individuals with a graduate degree in law will be considered SA for teaching business law and legal environment of business, subject to ongoing, sustained, and substantive academic and/or professional engagement activities demonstrating currency and relevance related to the teaching field.

Individuals with a graduate in degree taxation or an appropriate combination of graduate degrees in law and accounting will be considered SA to teach taxation subject to continued, sustained academic and professional engagement that demonstrates relevance and currency in the field of teaching.

**Maintaining SA Qualification Status**

In any 5-year period, an SA faculty member needs a minimum of 6 points with a minimum of 5 points from the Core list and the remaining 1 from either the Core or Supplemental lists. Unless otherwise noted within the publication, co-authors will be granted the same score on each publication.

**A. Core**

1. Publication in a High-Quality Journal (see Appendix A for definition) 2.5 pts  
(Including published cases with teaching notes, pedagogy and pure research)
2. Research monograph 2.5 pts
3. Full academic textbook (new) 2.5 pts
4. Publication in Proceedings at National Academic Conferences\*\*\* 2.5 pts

**B. Supplemental**

1. Publication in Proceedings from any conferences other than National Academic Conferences (Check the NACs list from A.4, Page 2) 1.0 pt
2. Publications in a new journal and/or a journal with more than 35% acceptance rate 1.0pt

3. Book Chapters (Including pedagogy and case studies)	1.0 pt
4. Full academic Textbook (subsequent issues)	1.0 pt
5. White paper	1.0 pt
6. Paper in Working Paper Series	1.0 pt
7. Article in Practitioner Journal / Magazine	1.0 pt
8. External Research Award	1.0 pt
9. Competitive grant (Non-SVSU)	1.0 pt
10. Conference Presentation	0.5 pt.
11. Presenter/Moderator in the Academic Forum	0.5 pt
12. Invited talk	0.5 pt
13. Presenting at Workshop	0.5 pt
14. Conference/Workshop Discussant	0.5 pt
15. Serving in Editorial Board	0.5 pt
16. Recognized by academic society or association for leadership	0.5 pt
17. Academic Fellow Status	0.5 pt

\*\*\* *List of National Academic Conferences (NACs): American Accounting Association, American Economic Association, American Finance Association, American Management Association, American Marketing Association, Decision Science Association, International Conference on Information Systems (ICIS), American Finance Association Annual Meeting, Production and Operations Management Society.*

## Practice Academic (PA) Faculty Qualification Status

### Initial PA Qualification Status

PA status applies to faculty members who augment their initial preparation as scholarly academics with development and engagement activities that involve substantive linkages to practice, consulting, or other forms of professional engagement, based on the faculty members' earlier work as an SA faculty member.

Individuals with a graduate degree in law will be considered PA for teaching business law and legal environment of business, subject to ongoing, sustained, and substantive professional engagement activities demonstrating currency and relevance related to the teaching field.

Individuals with a graduate degree taxation or an appropriate combination of graduate degrees in law and accounting will be considered PA to teach taxation subject to continued, sustained professional engagement that demonstrates relevance and currency in the field of teaching.

### Maintaining PA Qualification Status

Faculty members are expected to engage in contributions to practice or other forms of professional engagement on a regular basis to maintain PA status. These may include practice-oriented intellectual contributions, consulting activities, service on boards of directors, and similar activities. See the list of acceptable professional and intellectual contributions for PA faculty below.

As evidence of maintaining PA status, faculty must earn a minimum of 6 points over each rolling five-year period. Points are earned based on the nature of the intellectual and professional contributions as described below for Categories A, and B. *Minimum 4 points in each 5-year period must be earned from Category A (Core).* <sup>a,b</sup>

#### **Core (Category A) - Professional Contributions (0.5 – 5.0 points each based on the substance and duration of the item)**

- Maintaining an active consulting practice with evidence of external clients: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Maintaining an active Accounting, Law & Finance, Economics, Management & Marketing or similar practice that is relevant to the faculty member's primary teaching area: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Management responsibility for, or active ownership (who oversee the operations) of a business: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Serving in an active role of significance or leadership position in a business, non-profit or community-based organization, in a capacity that is directly related to the faculty member's professional expertise: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Successfully creating and delivering high caliber executive education programs, professional development workshops, or their equivalent: 1.0 pt
- Obtaining and maintaining a new and appropriate professional/technical certification that applies to the faculty member's teaching and/or research discipline (e.g., CPA, CMA, Michigan Bar license, Oracle, SAP certifications) <sup>c</sup> : 0.5 pts
- Creating, developing and/or significantly modify instructional software or simulation or discipline-based practice tools in the faculty member's discipline that are widely used: 2.5 pts
- Publicly available web site or blog in a faculty member's area of expertise that is updated regularly and linked to other significant sites. 0.5 points

#### **Supplemental (Category B) - Intellectual Contributions (0.5 – 1.0 points each based on the substance)**

- Publishing an article or a case study in a high-quality (see Appendix A for definition) peer or editor-reviewed practice-oriented journal: 2.5 pts
- Publishing chapter in peer-reviewed scholarly book or Practice-oriented book or a monograph or a new textbook (first edition) that involves scholarly research and that is published by a university press, academic or equivalent publisher: 2.5 pts

- Publishing substantial revised version of a textbook with broad circulation, or a trade or professional book on a topic relevant to the faculty member's discipline with field-based research that is of sufficiently high quality to be accepted by publishers with national distribution in bookstores and to attract reviews in publications with broad national reach, or a textbook that synthesizes elements of a faculty member's discipline, is updated regularly, and is published by a higher education commercial publisher: 1.0 pt
- Publishing a peer or editorially reviewed scholarly book that involves original scholarly research and is published by a university press, academic or equivalent publisher: 2.5 pts
- Presentation of a peer-reviewed paper at a meeting of an academic or professional association: 0.5 pts
- Publication in peer-reviewed proceedings from a meeting of a national academic or professional conference<sup>d</sup>: 2.5 pts
- Publication in peer-reviewed proceedings from a meeting of other than national academic conferences<sup>e</sup>: 1.0 pt.
- Active editor and/or editorial board/committee service for relevant academic journal, business or trade publication: 0.5 pts
- Leadership position in academic association or society (e.g. serving on a board, as a track chair, or holding a title evidencing responsibility for those performing professional / intellectual activities in this list): 0.5 pts
- Documented reviewer of a new textbook or revised edition: 0.5 pts
- Serving as a blind peer reviewer for a professional journal, fully written paper presentations/proceedings for academic conference, masters' thesis or doctoral dissertation<sup>f</sup>: 0.5 pts
- Awarded competitive research grant from a for-profit or non-profit organization: 1.0 pt.
- Awarded competitive grant or fellowship from a US national funding agency<sup>g</sup> (e.g., Fulbright, NSF, NIH, NASA, NIS), foundation, or non-US equivalent: 2.5 pts
- Preparation of publicly available technical reports for organizational projects and consulting, or funded research: 1.0 pts
- Faculty internships at a business, non-profit or community-based organization (where a faculty member works full-time for at least four-weeks and completes a project or a significant assignment)<sup>h</sup> : 0.5 pt.
- Serving as an invited speaker or panelist at a meeting of an academic or professional organization conference/symposium: 0.5 pts
- Serving as an expert on policy formulation, witness at legislative hearings, or for special interest groups/roundtables (at least 1 year engagement): 0.5 pts
- Publishing an 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 (or the online equivalent): 0.5 pts
- Invited or peer reviewed<sup>1</sup> address, presentation, lecture, or colloquium in a faculty member's area of expertise that includes written material: 0.5 pts

## Instructional Practitioner (IP) Faculty Qualification Status

### Initial IP Qualification Status

IP status is granted to newly hired faculty members who join the faculty with significant and substantive professional experience.

### Maintaining IP Qualification Status

To maintain IP status, non-tenure track faculty members are expected to be engaged in contributions to practice or other forms of professional engagement on a regular basis. These may include substantial consulting activities, participation in business-related professional events, service on boards of directors, and similar activities. Faculty members should consult with their department chair if uncertain about whether an activity qualifies as a contribution for maintaining IP status.

Points are earned primarily based on the nature of the professional contributions as described below for Categories A and B. *As evidence of maintaining IP status, faculty must earn a minimum of 6 points over each rolling five-year period. At least 4 points must come from the list of professional contributions in Category A.*

### **Core (Category A) - Professional Contributions (0 – 6.0 points each based on the substance and duration of the item)**

- Ongoing or recent (within the past 5 years) full-time employment in a senior administrative or managerial position at a commercial, profit, not-for-profit or governmental organization that is relevant to the faculty member's primary teaching area: 6.0 pts
- Maintaining an active, full-time consulting practice with evidence of external clients: 6.0 pts
- Maintaining an active, full-time Accounting, Law & Finance, Economics, Management & Marketing or similar practice that is relevant to the faculty member's primary teaching area: 6.0 pts
- Management responsibility for, or active ownership (who oversee the operations) of a business: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Serving in an active role of significance or leadership position in a business, non-profit or community-based organization, in a capacity that is directly related to the faculty member's professional expertise: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Creating and delivering successful high caliber executive education programs, professional development workshops, or their equivalent: 1.0
- Obtaining a new and appropriate professional/technical certification that applies to the faculty member's teaching and/or research discipline (e.g., CPA, CMA, Michigan Bar license, Oracle, SAP certifications): 0.5
- Maintenance of appropriate professional/technical certifications (e.g., CPA, CMA, Michigan Bar license, Oracle, SAP certifications, etc.): 0.5

- Creating or significantly modify instructional software or simulation in the faculty member's discipline that is widely used: 0.5
- Faculty internships at a business, non-profit or community-based organization (where a faculty member works full-time for at least four-weeks and completes a project or a significant assignment): 0.5
- Significant participation in regional, state or national business professional associations such as serving as an officer or committee member; organizing a state, regional, or national professionally related conference or conference session: 1.0
- Significant mention in a regional, state or national media outlet based on faculty member's expertise: 0.5
- Publishing an 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 (or the online equivalent) or publishing and maintaining a newsletter or series of reports that attracts a solid subscription base: 1.0
- Serving as an invited speaker or panelist at a meeting of an academic or professional organization: 0.5
- Serving the practice community in faculty member's area of expertise for consulting projects, broadcast forums, researcher-practitioner meetings, and faculty/student consulting projects: 0.5
- Serving as an expert on policy formulation, witness at legislative hearings, or for special interest groups/roundtables, or publicly available consulting report or testimony to a branch or agency of the government in a faculty member's area of expertise: 0.5
- Invited or peer-reviewed address, presentation, lecture, or colloquium in a faculty member's area of expertise that includes written material: 1.0
- Publicly available material describing the design and implementation of new curricula in the faculty member's area of expertise: 1.0

**Supplemental (Category B) - Intellectual Contributions (0 – 2.5 points each based on the substance)**

- Publishing article in a high-quality peer-reviewed journal (see Appendix A for definition) or a chapter in peer-reviewed scholarly book or a monograph that involves scholarly research and that is published by a university press, academic or equivalent publisher: 2.5
- Publishing first edition or substantial revision to a textbook with broad circulation: 2.5
- Publishing a trade or professional book on a topic relevant to the faculty member's discipline with field-based research that is of sufficiently high quality to be accepted by publishers with national distribution in bookstores and to attract reviews in publications with broad national reach: 2.5
- Publishing a textbook that synthesizes elements of a faculty member's discipline, is updated regularly, and is published by a higher education commercial publisher: 1.0
- Publishing a peer or editorially reviewed scholarly book, or article or chapter or trade journal or business publication that involves original scholarly research and is published by a university press, academic or equivalent publisher: 1.0
- Presentation of a peer-reviewed paper at a meeting of an academic association: 1.0

- Publication in peer-reviewed proceedings from a meeting of a national academic conference<sup>k</sup> or from international academic conferences<sup>l</sup>:2.5
- Active editor and/or editorial board/committee service for relevant academic journal, business or trade publication:1.0
- Leadership position in academic association or society (e.g. serving on a board, as a track chair, or holding a title evidencing responsibility for those performing intellectual activities in this list):1.0
- Documented reviewer of a new textbook or revised edition: 0.5
- Serving as a blind peer reviewer for an academic or professional journal, fully written paper presentations/proceedings for academic conference, masters' thesis or doctoral dissertation<sup>m</sup>: 0.5
- Awarded competitive research grant from a for-profit or non-profit organization including those internal to SVSU: 0.5
- Awarded competitive grant or fellowship from a US national funding agency<sup>n</sup> (e.g., Fulbright, NSF, NIH, NASA, NIS), foundation, or non-US equivalent: 2.5
- Preparation of publicly available technical reports for organizational projects and consulting, or funded research: 1.0
- Significant presentations at trade meetings involving written papers: 1.0
- Publishing in a peer-reviewed journal that does not meet the College's definition for high quality (e.g., due to newness, or greater than 35% acceptance rate): 1.0
- Publishing a 2<sup>nd</sup> or later edition of a full academic textbook, professional or trade book :1.0
- Serving as presenter or moderator or a discussant in an Academic Forum or workshop.: 0.5
- Publicly available web site or blog in a faculty member's area of expertise that is updated regularly and linked to other significant sites :0.5

### **Scholarly Professional (SP) Faculty Qualification Status**

#### **Initial SP Qualification Status**

SP status applies to practitioner faculty members with significant and substantive professional experience, who augment their experience with development and engagement activities involving substantive scholarly activities in their fields of teaching.

#### **Maintaining SP Qualification Status**

Faculty members are expected to engage in academic pursuits on a regular basis to maintain their SP status. These may include production of peer-reviewed journal articles, active editorships with academic journals or other business publications, participation in recognized academic societies, and similar activities.

As evidence of maintaining SP status, faculty must earn a minimum of 6 points over each rolling five-year period. Points are earned based on the nature of the intellectual and professional

contributions as described below for Categories A, and B. *At least 4 points in each 5-year period must be earned from Category A (Core).*<sup>o,p</sup>

**Core (Category A) – Intellectual Contributions (0 – 2.5 points each based on the substance and duration of the item)**

- Publishing article in a high quality peer-reviewed journal (see Appendix A for definition), or publishing chapter in peer-reviewed scholarly book or a monograph that involves scholarly research and that is published by a university press, academic or equivalent publisher, or publishing case (including instructors' manual) in high quality<sup>1</sup> peer reviewed journal: 2.5
- Publishing first edition or substantial revision to a textbook with broad circulation: 2.5
- Publishing article in an editorially reviewed academic journal/business publication in the faculty member's discipline: 1.0
- Publishing chapter in an editorially reviewed **academic**, professional or trade book: 1.0
- Publishing article in an editorially reviewed **academic** journal/business publication: 1.0
- Publication in peer-reviewed proceedings from a meeting of a national academic conference<sup>q</sup>:2.5
- Publication in peer-reviewed proceedings from a meeting of other than national academic conferences<sup>f</sup>:1.0
- A book review published in a peer-reviewed journal in the faculty member's area of expertise: 0.5
- Serving as an editor, associate editor or editorial board member for relevant academic journal publication: 1.0 per year for up to 2.5 pts
- Service<sup>3</sup> as a program chair or track chair involved in planning activities for a conference in the faculty member's discipline: 0.5
- Leadership position in academic association or society (e.g. serving on a board, as a track chair, or holding a title evidencing responsibility for those performing intellectual activities in this list): 0.5
- Awarded competitive research grant from a for-profit or non-profit organization:1.0
- Awarded competitive grant or fellowship from a US national funding<sup>s</sup> agency (e.g., Fulbright, NSF, NIH, NASA, NIST), foundation, or non-US equivalent: 2.5
- Publishing textbook that synthesizes elements of a faculty member's discipline, is updated regularly, and is published by a higher education commercial publisher: 1.0
- Preparation of publicly available technical reports for organizational projects and consulting, or funded research: 1.0

**Supplemental (Category B) – Professional Contribution (0 – 2.5 point each based on the substance)**

- Ongoing or recent (within the past 5 years) full-time employment in a senior administrative or managerial position at a commercial, profit, not-for-profit or governmental organization that is relevant to the faculty member's primary teaching area: 2.5 pts
- Maintaining an active consulting practice with evidence of external clients: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years



- Maintaining an active Accounting, Law & Finance, Economics, Management & Marketing or similar practice that is relevant to the faculty member's primary teaching area: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Management responsibility for, or active ownership of a business: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Serving in an active role of significance or leadership position in a business, non-profit or community-based organization, in a capacity that is directly related to the faculty member's professional expertise: 0.5 pts<accumulated 2yrs of service>=2.5 points in 5 years
- Creating and/or delivering high caliber executive education programs, professional development workshops, or their equivalent: 1.0 pts
- Obtaining and maintaining a new and appropriate professional/technical certification that applies to the faculty member's teaching and/or research discipline (e.g., CPA, CMA, Michigan Bar license, Oracle, SAP certifications)<sup>†</sup> : 0.5 pts
- Creating, developing and/or significantly modify instructional software or simulation or discipline-based practice tools in the faculty member's discipline that are widely used: 0.5 pts
- Significant participation in regional, state or national business professional associations such as serving as an officer or committee member; or organizing a state, regional, or national academic, trade or professionally related conference or conference session: 1.0
- Significant mention in a regional, state or national media outlet based on faculty member's expertise: 0.5
- Publishing and maintaining a newsletter or series of reports that attracts a solid subscription base: 2.5
- Serving as an invited speaker or panelist at a meeting of an academic or professional organization: 1.0
- Serving the practice community in faculty member's area of expertise for consulting projects, broadcast forums, researcher-practitioner meetings, and faculty/student consulting projects: 1.0
- Serving as an expert on policy formulation, witnesses at legislative hearings, or for special interest groups/roundtables: 1.0
- Serving<sup>‡</sup> as an editor, associate editor, or as a member of an editorial board for a professional or trade publication: 1.0
- Service<sup>3</sup> as a program chair or track chair involved in planning activities for a conference in the faculty member's discipline: 0.5
- Publishing an 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 (or the online equivalent): 1.0
- Invited or peer-reviewed address, presentation, lecture, or colloquium in a faculty member's area of expertise that includes written material: 1.0
- Publicly available consulting report or testimony to a branch or agency of the government in a faculty member's area of expertise: 1.0
- Publicly available material describing the design and implementation of new curricula in the faculty member's area of expertise: 1.0

- Publicly available web site or blog in a faculty member's area of expertise that is updated regularly and linked at other significant sites: 0.5
- Creating or significantly modify instructional software or simulation in the faculty member's discipline that is widely used: 0.5
- Developing discipline-based practice tools: 1.0
- Documented reviewer of a new textbook or revised edition: 0.5
- Serving as a blind peer reviewer for an academic or professional journal, fully written paper presentations/proceedings for academic conference, masters' thesis or doctoral dissertation<sup>v</sup>: 0.5
- Publishing a 2<sup>nd</sup> or later edition of a full academic textbook, professional or trade book: 0.5
- Serving as presenter/or moderator in an Academic Forum: 0.5
- Serving as a discussant at an academic conference or workshop: 0.5

## REPORTING AND EXCEPTIONS

### Annual Reporting

**Intellectual Contributions:** Faculty members shall report no later than June 30 each year on their intellectual contributions and professional and academic engagement. Such reporting shall include:

- Citation including date of publication<sup>w</sup>
- The nature of the work, i.e., is it learning and pedagogical (L), contributions to practice (P), or discipline-based (D)
- If it was peer-reviewed, editorially reviewed, etc.
- A copy of the work
- Nature of professional or academic engagement, duration, organization(s) involved, role of faculty, outcomes (if any), any student(s) or class involvement

**Professional Contributions:** Faculty members shall report no later than June 30 each year on their professional contributions. Such reporting shall include:

- A description of the activity, the date(s), the nature and substance of the activity, the role of the faculty member, and any student(s) / class involvement.

### Exceptions

For intellectual contributions, if a faculty believes that the nature of the contribution does not fall within the items listed for the faculty member's qualification status, or that a contribution warrants a higher point allocation, (s)he may submit a request for its possible alternative category placement, and or points allocation, with an appropriate rationale to the Dean and the Chair of the Research and Publications Committee for consideration. Upon receipt of such a request the Chair shall call a meeting of the Research and Publications Committee to consider

the matter. A majority vote of the Research and Publications Committee, with concurrence by the Dean, shall be final as to the category, and points for the contribution. A similar procedure is required should a faculty member believe that a journal not include in the CCB's approved list should be treated as equivalent. For such considerations, the Committee will base its judgment on the factors outlined in items iii of Appendix A, a review of the history of the journal, the quality of the editorial board, the review process, and the articles published in the journal.

For professional contributions, should a faculty member believe that an activity not included in the approved CCB list for his or her qualification status should be considered equivalent to the listed items, or that too few points were assigned to an activity / item, he or she shall submit a request to the Dean and the Chair of the Research and Publications Committee. This request must include a description of the activity and the rationale for its possible alternative classification and or points allocation for consideration by the Research and Publications Committee. A majority vote of this committee, with concurrence by the Dean, shall be final as to whether the activity is appropriate to include as a professional contribution, and the points to be awarded.

Potential Adjunct Faculty members are required to submit an updated CV/resume to the Dean's Office at least annually, usually at the time they are being considered for appointment. The CV/resume should include the following information:

See the template use for the most recent PRT visit

### **Failure to Maintain Qualification Status**

Faculty who do not meet or report the criteria for maintaining SA, PA, SP, or IP status will be deemed to be not qualified for AACSB International accreditation purposes and will be classified as 'Other.' Faculty members who are classified as "Other" are expected to develop and implement plans that will allow them to regain qualified status as soon as possible. The plan should be developed in consultation with the Chair of the Research and Publications Committee, the respective Department Chair, and the Dean. The Department Chair in consultation with the Dean will monitor a faculty member's progress to regaining such qualification status on a quarterly basis.

### **ITEMS EXCLUDED FROM CONSIDERATION AS INTELLECUAL OR PROFESSIONAL CONTRIBUTIONS FOR FACULTY QUALIFICATION PURPOSES**

Some examples of research products and activities, which would not be counted towards faculty qualifications, include:

- Working papers
- Newspaper editorials/letters
- Attendance at in-house seminars
- Activities for local community service or religious organizations

- On-campus service (Faculty Association, University or College Committees, etc.)

The foregoing examples and other similar activities are all worthwhile and valuable contributions to the Scott L. Carmona College of Business, Saginaw Valley State University, and our local community. However, maintenance of one's faculty qualification for purposes of AACSB accreditation requires intellectual and professional contributions of the nature cited in above listings.

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### **Appendix A - Definition of High-Quality Journal**

(Extract from Strategic Plan for Faculty Intellectual Contributions and Professional Development)

A High-Quality Journal is defined as meeting ONE of the following qualifications:

- i. Inclusion in the most recent edition of the Australian Business Deans Council's (ABDC) Journal Quality List as of the date of either submission or publication, or, publish articles from the Washington & Lee's Law Journal list.
- ii. Journals with an acceptance rate of 35% or less.
- iii. Journals approved by the CCB Research and Publications Committee based upon an assessment of the following factors:
  1. Relevance - journals must be directly related to business fields of study.
  2. Peer-reviewed - defined as obtaining advice on individual manuscripts from reviewers' expert in the field who are not part of the journal's editorial staff.
  3. Eligibility for future inclusion in ABDC, the Washington & Lee's Law Journal or equivalent list.
  4. Other indications of the quality of the publication/proceeding/presentation and value to the discipline at the discretion of the Research and Publications Committee.

Notes

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<sup>a</sup> These lists are not intended to be an exhaustive. Other professional and intellectual activities may also be appropriate with the approval of the Research and Publications Committee, and or the Exceptions Committee.

<sup>b</sup> For continuing activities, such as consulting, sustained professional work and being a member of an editorial board or board of directors, each year may be considered a separate activity.

<sup>c</sup> Half (½) point for each time license or certification maintained; maximum of two points in any 5-year accreditation cycle

<sup>d</sup> A faculty member may not count a paper presentation at a conference and the same paper published in the proceedings of the conference, or published in peer-reviewed journal during the same 5-year accreditation cycle. The same applies for proceedings and PRJ publications.

<sup>e</sup> See note d.

<sup>f</sup> Requires three or more documented reviews, including revisions, from a range of journals and conferences, and counts for a maximum of 1 point during any 5-year accreditation cycle

<sup>g</sup> <http://www.grants.gov/web/grants/applicants/applicant-resources/agencies-providing-grants.html>

<sup>h</sup> Half (1/2) point per internship; maximum 1 point per 5-year accreditation cycle

<sup>i</sup> See note c.

<sup>j</sup> See note d.

<sup>k</sup> See note e.

<sup>l</sup> See note e.

<sup>m</sup> See note g.

<sup>n</sup> See note h.

<sup>o</sup> See note a.

<sup>p</sup> See note b.

<sup>q</sup> See note d.

<sup>r</sup> See note d.

<sup>s</sup> See note h.

<sup>t</sup> Half (½) point for each time license or certification maintained; maximum of two points in any 5-year accreditation cycle

<sup>u</sup> Documented by dates of service and counts as 1 point during any 5-year period in which such work is performed.

<sup>v</sup> See note g.

<sup>w</sup> A contribution's publication date is the copyright date for books and for other items that are issued for a particular date, such as a journal article or testimony, the stated date on that contribution.

Definition:

*“Active” – means the duration of such engagement which can ranges from 1 day to 5 years. Full/Part-time faculty members will receive credit (points) based on the duration of the project or assignment.*