

Department of Management and International Business Bylaws

Approved: 9-20-01

Amended: 6-22-04

Amended: 7-27-18

## I. INTRODUCTION

### A. These bylaws:

1. govern faculty participation in the operations of the Department of Management and International Business, in accordance with the Collective Bargaining Agreements for Tenure Eligible and Tenured (TET) and Non-Tenure Eligible (NTE) faculty between the American Association of University Professors – Wright State University Chapter (AAUP-WSU), and the Board of Trustees of Wright State University;
2. identify and establish operational procedures for each departmental committee;
3. may be amended in accordance with the current Collective Bargaining Agreements (CBA).

### B. The purpose of these bylaws:

The Department faculty seeks to promote and sustain effective teaching, scholarship, and service, and to participate fully in the governance of the College of Business and the University. Through these bylaws, the Department encourages quality and continuous improvement in teaching, scholarship, and service, and establishes policies and procedures to manage itself in ways that promote equity, quality, and transparency within our learning community.

- C. These bylaws apply to the most recent CBA. If the most recent CBA has expired (i.e., there is not a CBA in place), these bylaws will apply to the expired CBA.

## II. DEPARTMENT STRUCTURE AND PROCEDURES FOR ADVICE AND RECOMMENDATIONS

### A. Department Structure:

1. The Department of Management and International Business is composed of faculty and staff. All members of the Department fulfill critical roles necessary to carrying out the mission of the Department, College, and University. As such, the Department faculty is in agreement that all members of the Department, regardless of classification are to be treated with respect, dignity, and professionalism.
2. The term *faculty* here and below refers to all TET and NTE faculty. When discussing both groups together, we will use the term faculty. Otherwise, we will refer to these groups by their respective names, such as TET faculty or NTE faculty.
3. It is also agreed that all faculty in the Department of Management and International Business are empowered to participate fully in making recommendations about the operation of the Department except as limited by the CBA.
4. The Department may invite individuals from outside the Department to participate in the Department for the purpose of providing expertise and input on issues facing the Department (e.g., curriculum issues, recruitment, and selection of new faculty). These individuals will be non-voting members and will serve only within the constraints defined at the time by the Department unless otherwise noted in the bylaws.

### B. Meetings and Other Procedural Aspects of the Department:

1. **Regular Department Meetings:** The Department will meet at least monthly during Fall and Spring semesters on such days and at such times as the majority of the Department faculty members shall determine. All reasonable efforts will be made to schedule these meetings at times that do not conflict with

teaching schedules or other regularly scheduled meetings.

2. **Special Department Meetings:** Special meetings may be called by the Department Chair when necessary to deal with administrative issues affecting the Department. In addition, a minimum of two faculty members may call for a special faculty meeting. Such special meetings will be scheduled at times when the majority of faculty is available.
  3. **Quorum:** A simple majority of the Department faculty members constitutes a quorum for those meetings that are intended to include all Department members. If a special meeting is called for a subset of the faculty (TET faculty, for example) then a simple majority of that group will constitute a quorum for that meeting.
  4. **Facilitation of Meetings:** The Department Chair will facilitate regular Department meetings and any special Department meetings called by the Chair. Special meetings called by other faculty will be facilitated by one of the members calling the meeting.
  5. **Meeting Agendas:** The Department Chair will make every reasonable effort to distribute, at least two days in advance, a complete agenda for all regular Department meetings. Department members are to submit items to the Chair in advance of the one week cutoff. Exceptions will be permitted where issues arise during the week prior to the Department meeting. The Department Chair will distribute an agenda for special meetings called by the Chair at the time the meeting announcement is circulated to the Department members. Agendas for any special meetings called by faculty will be distributed by the faculty members calling the meeting, at the time the meeting announcement is circulated. Whenever reasonably possible, new agenda items shall be accompanied by copies of supporting documents or other written information to be presented at the meeting, so Department members have an opportunity to review the materials prior to the meeting. For any meeting called to amend the Department bylaws, the notice of the meeting must include a copy of the draft change(s) being proposed by the Bylaws Committee.
  6. **Meeting Minutes:** Minutes of all regular Department meetings and all Special Department meetings called by the Chair will be taken by a member of the Department staff. Minutes for special meetings called by faculty will be taken by one of the faculty members calling the meeting. All such minutes will be recorded and distributed to all Department faculty members, and to other appropriate entities that are impacted by, or need to be informed of actions taken in Department meetings (e.g., AAUP-WSU leadership; Department Chair; Dean; appropriate committees). Any changes in these minutes are to be brought to the next Department meeting, where the Department will approve the minutes as written or amended. Only after this approval shall minutes be distributed beyond the faculty of the Department of Management and International Business.
7. **Rights and Responsibilities of the Faculty:**
- 1) **Faculty Search:** Faculty are to be involved in the recruitment and selection process for new faculty. Faculty will be chosen by the Chair to serve on the Search Committee (described in subsection 6) (iv) below). All faculty will have the opportunity to interview, individually and/or in small groups, those candidates who are brought to campus; participate in presentations made by the candidates; and provide written feedback for each faculty candidate to the Search Committee.
  - 2) **Course and Class Schedules:** Faculty will have the opportunity to provide the Chair with their preferences for courses and class times for upcoming semesters. Faculty may request from the Chair information regarding what courses have been taught each semester, at what times they have been taught, and enrollments in each section over the past year. Faculty may also ask the Chair to provide information regarding scheduling of courses and class times, and will work with the Chair to resolve any course and scheduling conflicts.
  - 3) **Summer Teaching Schedules:** Faculty may request from the Chair information regarding what courses have been taught, at what times they have been taught, and the enrollments in each section for the previous summer. Faculty may also ask the Chair to provide information regarding scheduling of courses and class times. Faculty members will have the opportunity to provide the Chair with their preferences for courses and times for each summer session, and will work with the Chair to resolve any course and scheduling conflicts. The Chair will make the final determinations regarding course and class assignments, subject to College approval and in accordance with the CBAs.

- 4) **Election of Department Representatives to College Committees:** The Department shall elect representatives to fill College committee positions, as established in the College bylaws.
- 5) **Review of the Department Chair and/or College Dean:** In accordance with the CBAs, Department members may be asked to serve on a performance evaluation committee of the Chair. These individuals will serve on this committee unless a conflict of interest or other circumstance would prevent them from fully participating. Department members will provide honest and objective feedback. The Chair may also request that the appropriate faculty committee conduct a developmental review of the Chair, to which members of the Department will give honest and objective feedback. The Department may also request that the Dean call for a review of the Chair when serious concerns regarding performance exist among a majority of the Department faculty. Reasonable efforts will be made to resolve any problems with the Chair before taking the concerns to the Dean.
- 6) **Committees of the Department:** Unless otherwise indicated, all voting members of the Department are eligible to serve on the following committees. Unless otherwise noted, all committees shall have at least three members. Members of each committee will be elected by secret ballot (unless otherwise noted) in the Spring semester of each year for the following year. Unless specified otherwise, the three individuals receiving the most votes will serve on the respective committee the following year. If there is a tie, a runoff election will be conducted by secret ballot.
  - (i) **Major Curriculum Committees:** The Major Curriculum Committees for Departmental fields of study are responsible for determining the overall structure, outcomes, requirements, and competencies for each major program of study. Each Major Curriculum Committee has primary responsibility for the alignment of the curriculum with current professional, practitioner certification or benchmarked standards; the degree of programmatic integration; and assessment of the accomplishment of expected curriculum outcomes. Major Curriculum Committees are also responsible for preparing and presenting curriculum changes, such as proposed addition/deletion of classes from the major and/or substantive changes in course structures, to the Department and, working through the elected Departmental representatives, to the College Undergraduate or Graduate Program Committees. The Major Curriculum Committees shall include all Department members who regularly teach courses in each field. Each Major Curriculum Committee may invite individuals from the respective professions, past graduates, and current students majoring in the area to serve on the Major Curriculum Committee as advisors and nonvoting members.
  - (ii) **Ad Hoc Course Curriculum Committees:** If the need arises (e.g., a major curriculum committee sees a need to address various issues), an applicable ad hoc course curriculum committee shall be formed. Possible examples of course curriculum committees include Leadership and Ethics, Business Law, International Management, Organizational Behavior, Human Resources, and Strategy. Those faculty members teaching courses in these areas shall be members of the respective Course Curriculum Committee. Each Course Curriculum Committee shall be responsible for monitoring course book/materials selections, course topics to be covered, and Transfer Articulation Guidelines where relevant, as well as discussing continuous improvement efforts with respect to appropriate accreditation bodies. When necessary, the committee shall consult with appropriate constituencies (e.g., Assurance of Learning Committee, majors, Writing Across the Curriculum).
  - (iii) **Scholarship, Honors, & Awards Committee (hereafter called the Awards Committee):** The Awards Committee is primarily responsible for awarding Departmental named and rotating scholarships. The elected Department representative to the College Scholarship, Honors, & Awards Committee shall chair this committee and choose two committee members from the Department faculty.
  - (iv) **Faculty Search Committee:** For each faculty hiring opportunity, a Faculty Search Committee consisting of Department faculty will be appointed by the Department Chair. The responsibilities of this committee include reviewing vitas of all applicants for a faculty position; rating applicants based on the criteria jointly set by the Department Chair and faculty; recommending to the Department Chair the top candidates to be considered for interviews; assisting the Department Chair in scheduling interviews (e.g., dates, time of presentation, individual faculty interviews, meals); compiling feedback from Department members; and making recommendations to the Department Chair for the hiring decision. The Search Committee will

also work with the Department Chair and appropriate University offices to ensure all steps of the applicant review and interviewing process are carried out in a manner consistent with all University policies and procedures and with the CBA and these bylaws.

**(v) Bylaws Committee:** The Bylaws Committee is composed of three or more elected faculty members. The Bylaws Committee will review existing bylaws to ensure congruence with the environment internal to, and external to, the Department, and to maintain consistency with the CBAs. When inconsistencies are found, the Bylaws Committee shall draft changes to the Department bylaws to rectify the inconsistencies. The Bylaws Committee will also review any suggested changes to the bylaws and make recommendations as it deems appropriate. Proposed changes must be approved as specified in the CBA before the new bylaws can go into effect.

**(vi) Promotion and Tenure Committee (hereafter referred to as the P&T Committee):**

**a. Committee Composition:** The P&T Committee is composed of tenured faculty and must have five voting members (including the department's representative to the College P&T Committee), one alternate, and the Department Chair (who is nonvoting). Of the five voting members, at least three must be full professors. Voting members (including the alternate) will be elected based on a secret ballot of Department faculty held each Spring semester. If there is an insufficient number of full professors in the department, associate professors can be elected instead. Any faculty member who is a candidate for promotion and/or tenure will be ineligible for P&T Committee membership during the year of candidacy.

The P&T Committee will be chaired by the Department's representative to the College P&T Committee. That faculty member, who must be a tenured Full Professor, is elected by the Department faculty in secret ballot during the Spring semester, for the following academic year.

**b. Committee Deliberations:** The discussion/deliberation phase may include one or more secret "straw votes." However, a final, official decision shall be made by secret ballot. The P&T Committee must review the required letter before a final draft is attached to the candidate's P&T File.

**c. Professional Development:** To promote the development of Department faculty, the P&T Committee shall:

- i. ensure that peer evaluations of teaching are conducted yearly for all untenured TET faculty members and every three years for tenured Associate Professors;
- ii. provide all untenured TET BUFMs with an annual letter regarding progress toward tenure and promotion;

At the discretion of the P&T committee or at the request of the faculty member, Assistant Professors may include a teaching portfolio, which will include: (1) syllabi for each course taught; (2) sample exams from each course taught; (3) examples of student papers/projects completed for each course taught; (4) the narrative portion of the student teaching evaluations for each class taught; (5) a summary of student teaching evaluations for each class taught; and, (6) any other materials the individual chooses to include to demonstrate teaching effectiveness and accomplishments.

- iii. provide reviews of progress toward promotion for other TET BUFMs upon request, pursuant to the CBA;

In such cases, at the discretion of the P&T committee or at the request of the faculty member, reviewed individuals may include a teaching portfolio which includes: (1) syllabi for each course taught; (2) sample exams from each course taught; (3) examples of student papers/projects completed for each course taught; (4) a summary of the student teaching evaluations for each class taught; and, (5) any other materials the individual chooses to include to demonstrate teaching effectiveness and accomplishments.

- iv. When requested by an applicant, review and make recommendations on all professional development leave proposals (applicants must recuse themselves from reviews and recommendations); and
- v. make recommendations to individual TET faculty on areas that may need improvement including with respect to progress toward tenure and/or promotion.

V(a). If a TET faculty member appears to be having difficulty in the classroom, members of the P&T Committee may observe that individual

in one or more classroom situations. Indications of serious problems may be reflected in the student teaching evaluations or numerous complaints made to the Chair regarding classroom behavior.

The P&T Committee will provide each individual evaluated and the Department Chair with written feedback regarding teaching. This feedback should identify specific accomplishments and positive progress in teaching. It should also identify any specific areas in which improvement is needed. In cases where improvement is recommended, specific recommendations need to be made as to how the individual may make those improvements.

**b) Dismissal of Probationary Faculty:** The P&T Committee shall consider any proposed dismissal of probationary faculty as provided for by the CBA.

### III. ANNUAL EVALUATION OF FACULTY

#### A. Procedures for Annual Evaluation:

1. **Submission of Materials for Annual Evaluation:** All faculty will submit Faculty Activity Reports in accordance with the CBA.

For each course taught, faculty should submit a sample syllabus; a sample of one set of exams; and one to three student papers/projects completed. In cases where faculty teach multiple sections of a course each year, only one set of examples is required for that particular course, in addition to any other courses taught.

Weights used in the annual evaluation process are specified in the CBA.

2. **Peer Evaluation of Teaching:** Untenured TET faculty shall have their teaching materials reviewed yearly by a tenured faculty member. The peer evaluation may or may not include a class visitation. Tenured faculty expecting to apply for full professor shall receive a peer evaluation of teaching once after achieving the rank of associate professor. Instructors and lecturers without continuing appointments shall be evaluated twice per academic year, as specified in the CBAs.
3. **Annual Evaluation Report:** Each faculty member will receive a written report from the Department Chair as set forth in the CBAs.
4. **Annual Evaluation Criteria:** TET faculty and NTE faculty will be differently assessed according to the emphasis placed on teaching, research, and service, in their respective positions.
  - a. **Teaching is evaluated according to the criteria set forth in the CBAs.**

#### b. Scholarship:

##### 1) Unsatisfactory (0)

No scholarly activity from the faculty member (e.g., presentations, submission to academic journals, conference submissions).

##### 2) Conditional Merit (1)

Research progress may be indicated by documenting one of the following during the two-year period, ending with the current evaluation period:

- Publication of one article in a peer-reviewed or refereed journal during the current evaluation period.
- Submission of a manuscript to peer-reviewed or refereed journal.
- Submission of an article to a trade or practitioner publication.
- Submission of an arbitration decision for publication.
- Submission of cases, chapters, comments, or invited articles.
- Submission of a research monograph.
- Submission of subsequent editions of a previously published book or textbook.

- Submission of instructional software.
- Submission of book review.
- Submission of an external research grant.
- Submission of an internal grant request.
- Completion of a working paper
- Submission to an academic conference
- Other intellectual contributions appropriate to the College's and Department's mission (e.g., presentations)

### **3) High Merit (2)**

The pathway toward achieving a rating of High Merit is indicated by documenting one of the following:

- Publication of two articles in peer-reviewed or refereed journals during the five-year period ending with the current evaluation period
- Publication of one article in a peer-reviewed or refereed journal during the two year period ending with the current evaluation year plus two other scholarly activities, which includes the current evaluation period. The following list of "bulleted" items represents a non-exhaustive list of examples only, and equivalent works may be used as evidence:
  - Publication of peer-reviewed paper, workshop, symposia, poster-session, etc., at academic, professional, or pedagogical regional or national meetings.
  - Publication of an article in a trade or practitioner publication.
  - Publication of an arbitration decision.
  - Publication of cases, chapters, comments, or invited articles.
  - Publication of a research monograph.
  - Publication of instructional software.
  - Publication of book review.
  - Funding of an external research grant.
  - Funding of an internal grant request.
  - Editorial board membership or journal editor
  - Reviews for conferences and/or journals
  - Panelist, discussant, or plenary speaker at an academic or
  - Practitioner conference
  - Presented at conference (academic or practitioner)
  - Revisions of published books or chapters
  - Other intellectual contributions appropriate to the College's and Department's mission (e.g., presentations, submission to conferences)

### **4) Exceptional Merit (3)**

The pathway toward achieving a rating of exceptional merit is

- Publication of three articles in peer-reviewed or refereed journals during a five-year period (which includes the current evaluation period)
- Publication of two articles in peer-reviewed or refereed journals during a three-year period plus two other scholarly activities (which includes the current evaluation period). The following list of "bulleted" items represents a non-exhaustive list of examples only, and equivalent works may be used as evidence of other scholarly activities:
  - Publication of peer-reviewed paper, workshop, symposia, poster-session, etc., at academic, professional, or pedagogical regional or national meetings.
  - Publication of an article in a trade or practitioner publication.
  - Publication of an arbitration decision.

- o Publication of cases, chapters, comments or invited articles.
- o Publication of a research monograph.
- o Publication of instructional software.
- o Publication of book review.
- o Funding of an external research grant.
- o Funding of an internal grant request.
- o Editorial board membership or journal editor
- o Reviews for conferences and/or journals
- o Panelist, discussant, or plenary speaker at an academic or practitioner conference
- o Presented at conference (academic or practitioner)
- o Revisions of published books or chapters
- o Publication of a(n) revised edition of a previously published book in the discipline of the author's teaching or professional training, either sole-authored by the individual or in the case of co-authorship where the individual demonstrates having made a substantial contribution; or (b) publication of a first edition book for which the individual has made a substantial contribution. These exclude vanity press publications. It is up to the individual to present evidence of his/her contribution. This may be done through letters from the co-author(s) and/or publisher.
- o Other intellectual contributions on a continuing basis appropriate to the College's and Department's mission.

#### 5) Extraordinary (4)

There are four separate pathways to achieve a rating of Extraordinary.

- Publication of three articles in peer-reviewed or refereed journals during a two-year period.
- Publication of four articles in peer-reviewed or refereed journals during a five-year period, which includes the current evaluation period, demonstrates scholarship at the extraordinary level.
- Publication of a first edition book in the discipline of the author's teaching or professional training, either sole-authored or first-authored by the individual (excluding vanity press publications). It is up to the individual to present evidence of his/her contribution. This may be done through letters from the co-author(s) and/or publisher.
- There are a variety of other activities that also demonstrate scholarship (examples are listed), and that promote the College's and Department's missions. Publication of three articles in peer-reviewed or refereed journals during a three-year period, which includes the current evaluation period, with three or more of the following activities during the same period, demonstrates scholarship at the Extraordinary level. The following list of "bulleted" items represents a non-exhaustive list of examples only, and equivalent works may be used as evidence.
  - o Publication of peer-reviewed paper, workshop, symposia, poster-session, etc., at academic, professional, or pedagogical regional or national meetings.
  - o Publication of an article in a trade or practitioner publication.
  - o Publication of an arbitration decision.
  - o Publication of cases, chapters, comments or invited articles.
  - o Publication of a research monograph.
  - o Publication of instructional software.
  - o Publication of a book review.
  - o Funding of an external research grant.
  - o Funding of an internal grant request.
  - o Other intellectual contributions on a continuing basis appropriate to the College's and Department's mission.

## B. Activity Reporting Times

Unless noted otherwise, Scholarship should be counted as follows:

- Books and monographs in the year of acceptance date or publication/ copyright date. The faculty member must clearly state which date is to be considered.
- Publications of book chapters in the year of acceptance date or publication/ copyright date. The faculty member must clearly state which date is to be considered.
- Journal publications in the year of acceptance or publication/ copyright date. The faculty member must clearly state which date is to be considered.
- Publications of instructional software/instructional media in the year of copyright.
- Papers presented in the year the meeting is held.

**Suggestions for Scholarly Activity:** In addition to peer-reviewed or refereed journal articles, presentations at academic conferences, conference proceedings publications, books and book chapters, case studies, and other types of scholarly activities promote both scholarly impact and the College's and Department's missions. In addition to promoting scholarly impact, we strive to promote scholarly quality as well. To promote quality, members of the Department suggest that members consider meeting one or more of the following with their research endeavors:

Publication appears on the ABDC journal list or a comparable list.

Publication in Cabell's White List with an acceptance rate of 40% or less.

### Incentive to publish in top-tier journals

In particular, it is important to incentivize and recognize the additional efforts required to publish in top-tier journals. For that reason, publications in top-tier journals shall be weighted more in all situations involving annual reviews. For these purposes, the following criteria will be used:

- A peer-reviewed publication will equal to three peer reviewed publications if it is published in a journal ranked as A\* in the most current Australian Business Dean's Council Journal Quality List (ABDC) or ranked as A\* in any version of the ABDC List since the publication was submitted to the journal:  
<http://www.abdc.edu.au/master-journal-list.php>
- A peer-reviewed publication will equal to two peer reviewed publications if it is published in a journal ranked as A in the most current Australian Business Dean's Council Journal Quality List or ranked as A in any version of the ABDC List since the publication was submitted to the journal:  
<http://www.abdc.edu.au/master-journal-list.php>
- If a publication does not appear on the ABDC list, a peer-reviewed publication will equal to two peer reviewed publications if it is published in a journal that has a Five Year Impact Factor of 3.0 or better or a One Year Impact Factor of 2.5 or greater. It is the faculty member's responsibility to provide evidence, and evidence should be provided from at least two sources, independent of the journal publisher, that track impact factors over the three years prior to the publication date.

For the purposes of the annual evaluation process, any double- or triple-counting of publications shall end three years after the point for which bonus credit was provided.

Note: The aforementioned standards for scholarship are strictly for the annual evaluation process. See the Promotion and Tenure standards for specifics related to that process, which are different.

- c. **Service is evaluated according to the criteria set forth in the CBAs.**

## IV. Promotion and Tenure



- A. Promotion from Assistant to Associate Professor and Granting of Tenure:** When applying for promotion and tenure, Assistant Professors must submit to the Department P&T Committee all materials and documentation outlined in the CBA along with a letter of intent to obtain promotion and tenure by the date specified by the CBA.

The following minimum requirements must be met by a candidate seeking promotion and tenure:

1. **Teaching:** The candidate must demonstrate effectiveness as an instructor in their primary area within the Department, such as Human Resource Management, Organizational Behavior, Strategic Management, Business Law, International Management, Project Management, or Ethical Leadership. The candidate must show evidence of the essential teaching-related behaviors. Essential teaching-related behaviors include, but are not limited to the following:

\* largely positive student evaluations and peer evaluations of teaching

2. **Scholarship:** The candidate must have a minimum of five peer-reviewed/refereed journal publications or equivalent performance. At least three of the publications must be published while the candidate is at Wright State University—specifically, a publication will be considered “while at Wright State University” if any of the following apply: a) the publication was accepted after the candidate’s first date of employment as a TET faculty member at Wright State; b) the publication was published “in print” after the candidate’s first date of employment as a TET faculty member at Wright State; or, c) the publication was accepted at most six months prior to the candidate’s first date of employment as a TET faculty member at Wright State and after the candidate formally accepted the offer of employment to work as a TET member at Wright State (maximum of one publication can count under this scenario c). The candidate's total scholarship record should demonstrate the development of a body of research consistent with the discipline of management and/or business. Whereas the Department wants to encourage scholarly collaboration, it is also important that the candidate be able to demonstrate research leadership and independence. Thus, the candidate must demonstrate either sole or first authorship on at least two peer-reviewed/refereed journal publications. External review letters will also be considered in determining the intellectual contribution of the candidate's scholarship record, including confirmation of the above achievements.

Peer-reviewed or refereed journal articles are the traditional method for demonstrating scholarship for promotion and tenure, and align with the College's and Department's missions. To promote research quality, it is important to incentivize and recognize the additional efforts required to publish in top-tier journals. For that reason, publications in a top-tier journals shall be weighted more in all situations involving Promotion and Tenure (as well as annual reviews). For these purposes, the following criteria will be used:

- A peer reviewed publication will be equal to three peer reviewed publications if it is published in a journal ranked as A\* in the most current Australian Business Dean’s Council Journal Quality List or ranked as A\* in any version of the ABDC List since the publication was submitted to the journal:  
<http://www.abdc.edu.au/master-journal-list.php>
- A peer reviewed publication will equal to two peer reviewed publications if it is published in a journal ranked as A in the most current Australian Business Dean’s Council Journal Quality List or ranked as A in any version of the ABDC List since the publication was submitted to the journal:  
<http://www.abdc.edu.au/master-journal-list.php>
- If a publication does not appear on the ABDC list, a peer reviewed publication will equal to two peer reviewed publications if it is published in a journal that has a Five Year Impact Factor of 3.0 or better or a One Year Impact Factor of 2.5 or greater. It is up to the faculty member to provide evidence, and evidence should be provided from at least two sources that track impact factors over the three years prior to the publication date.

A maximum of four chapters in a scholarly edited book(s) may be substituted for two peer-reviewed journal articles (two chapters equals one peer-

reviewed journal article), and an authored (as opposed to an edited) scholarly book may be substituted for a maximum of one peer-reviewed journal article.

3. **Service:** The candidate must demonstrate that he/she has been a contributing participant on committees and in activities necessary for the proper functioning of the Department and College. See CBA for examples.

- B. **Promotion from Associate to Full Professor:** When applying for promotion, Associate Professors must submit to the Department P&T Committee all materials and documentation outlined in the CBA along with a letter of intent to obtain promotion by the date specified by the CBA.

The following minimum requirements must be met by the candidate seeking promotion to Full Professor:

1. **Teaching:** The candidate must demonstrate effectiveness as an instructor in their primary area within the Department, such as Human Resource Management, Organizational Behavior, Strategic Management, International Management, Project Management, or Ethical Leadership. The candidate must show evidence of the essential teaching-related behaviors. Essential teaching-related behaviors include, but are not limited to the following:

\* largely positive student evaluations and peer evaluations of teaching

2. **Scholarship:** The impact of diverse scholarly activities, such as (but not limited to) peer-reviewed or refereed journal articles, editorship at scholarly journals, being the editor of a special issue of a journal, chairing sessions or serving as discussants at national or regional conferences are the traditional method for demonstrating scholarship, and promote the College's and Department's missions.

To promote research quality, it is important to incentivize and recognize the additional efforts required to publish in top-tier journals. For that reason, publications in a top-tier journals shall be weighted more in all situations involving Promotion and Tenure. For these purposes, the following criteria will be used:

A candidate must either have:

- (a) 12 peer-reviewed or refereed journal publications, or
- (b) a minimum of ten peer-reviewed refereed journal publications and four other scholarly activities (see example in III. A. 4.b. 3 and 4 above).

In these two cases, at least six of the journal articles must have been published while at Wright State University. At least three of those publications must have been published since the candidate's P&T document was submitted for promotion to associate professor, specifically, the publication must either be officially accepted during the candidate's employment as a TET faculty member at Wright State University (though it may not be published in print form yet) or the article must have the Wright State affiliation on it when it is actually published. The candidate's total scholarship record should demonstrate that the candidate has significant expertise in one or more areas of study consistent with the discipline of management and/or business and as having made significant contributions to advancing the knowledge base of that/those areas of study. Whereas the Department wants to encourage scholarly collaboration, it is also important that the candidate be able to demonstrate research leadership and independence. Thus, the candidate must demonstrate either sole or first authorship on at least five of the 10 or 12 peer-reviewed/refereed journal publications. External review letters will also be considered in determining intellectual contribution of the candidate's total scholarship record.

A maximum of four chapters in a scholarly edited book(s) may be substituted for two peer-reviewed journal articles (two chapters equals one peer-reviewed journal article), and an authored (as opposed to an edited) scholarly book may be substituted for a maximum of one peer-reviewed journal article.

- A publication will count as three publications if it is published in a journal ranked as A\* in the most current Australian Business Dean's Council Journal Quality List or ranked as A\* in any version of the ABDC List since the publication was submitted to the journal: <http://www.abdc.edu.au/master-journal-list.php>.

- A publication will count as two publications if it is published in a journal ranked as A in the most current Australian Business Dean's Council Journal Quality List or the list since the publication was submitted to the journal: <http://www.abdc.edu.au/master-journal-list.php>.
  - If a publication does not appear on the ABDC list, a publication will count as two publications if it is published in a journal that has a Five Year Impact Factor of 3.0 or better or a One Year Impact Factor of 2.5 or greater. It is up to the faculty member to provide evidence, and evidence should be provided from at least two sources that track impact factors over the three years prior to the publication date.
3. **Service:** The individual must demonstrate that he/she has actively participated in activities supporting the Department, College, and University, the Profession, and the Community. The individual must show evidence of taking leadership roles in several service activities, and the outcomes of these activities. The following list of "bulleted" items represents a non-exhaustive list of examples only, and equivalent may be used as evidence.

#### Institutional Service

- Serving effectively as advisor to an active club or student organization where a significant time commitment is required
- Serving effectively as a program director
- Chairing an active university committee
- Special projects at the Department, College, or University level
- Effectively serving on one or more active university committees and/or college committees
- Engaging in student placement or recruitment activity
- Teaching overload courses, or teaching at a regional campus
- Effectively chairing an active departmental committee or task force
- Effectively leading a special departmental project
- Promoting alumni relations/fund raising activities
- Advising efforts in a successful and effective manner

#### Professional Service

- Effectively serving on the editorial board of a journal
- Effectively serving as an officer in or chairing a significant state or national committee (e.g., academic, professional, government advisory groups)
- Effectively serving as a track chair at a national conference
- Organizing a conference workshop, session, or panel for a national conference
- Participation in professional activities, either paid or unpaid, that enhances the teaching and/or research capabilities of the faculty member
- Serving as a session chair/track chair or serving in a voluntary capacity at significant national or regional conferences
- Organizing a conference workshop, session, or panel for a regional conference
- Participating in a project judged as significant by departmental peers
- Submitting reviews of books, journals, or other manuscripts
- Holding an office in an active professional organization
- Obtaining and maintaining significant professional licenses and/or certifications
- Serving as guest speaker for area business, government, or community organization
- Performing significant service for community programs and/or companies, either paid or unpaid, including consulting, training, dispute resolution, etc.

#### Community Service

- Holding positions of leadership in community organizations
- Involvement in community outreach/community programs

- Maintaining membership in community organizations

**C. Candidacy for Tenure when hired as an Associate or Full Professor without Tenure:**

1. **Teaching:** For a faculty member hired at the rank of Associate or Full Professor without tenure, the teaching criteria for promotion to Professor will be applied.
2. **Scholarship:** For candidates hired at the rank of Associate Professor without tenure, the criteria specified for promotion to Associate Professor will apply with one exception: at least one publication (rather than three) must be published while the candidate is at Wright State University. For candidates hired at the rank of Full Professor without tenure: at least three publications must be published while the candidate is at Wright State University. See above for criteria for double- and triple-counting high quality publications.
3. **Service:** For a faculty member hired at the rank of Associate or Full Professor without tenure, the criteria specified previously will be applied over the individual's academic career. Emphasis will be placed on the continuation of and/or the development of a strong service record while at Wright State University.

**D. Candidacy for Promotion from Lecturer to Senior Lecturer:** Promotion from Instructor to Lecturer or from Lecturer to Senior Lecturer shall be as set forth in the CBA.