



## Faculty of Business

*Building tomorrow's business leaders one by one*

### Participating and Supporting Policy

<b>Policy number</b>	FOB-AACSB11
<b>Policy name</b>	Participating and Supporting Policy
<b>Applicability</b>	Academic Staff within the School of Business
<b>Contact person</b>	Director AACSB
<b>Policy status</b>	Approved policy
<b>Date of approval</b>	Date that the policy was approved by FEC: 15.3.2011
<b>Date last amended</b>	N/A new policy
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<b>Related policies</b>	

#### 1. Overview

The AACSB accreditation standard that relates to faculty sufficiency is Standard 9, which states:

*The school maintains a faculty sufficient to provide stability and ongoing quality improvement for the instructional programs offered. The deployment of faculty resources reflects the mission and programs. Students in all programs, majors, areas of emphasis, and locations have the opportunity to receive instruction from appropriately qualified faculty.*

#### **Participating & Supporting**

Participating faculty members actively engage in the activities of the school in matters beyond direct teaching responsibilities including service and/or research activities that help the school achieve its mission.

Supporting faculty members do not participate in activities of the school beyond the direct performance of teaching responsibilities (preparing, teaching, grading, and holding office hours).

In accordance with AACSB Standard 9, participating faculty members will deliver at least 75% of the School's annual teaching. Participating faculty members will deliver at least 60% of the teaching in each degree program and in each academic discipline.

## **Designating Faculty as Participating or Supporting**

Continuing faculty members are expected to fall into the category of participating faculty members, since they are all expected to be involved in helping to achieve the Faculty of Business mission via teaching, research and service efforts.

Normally, full-time contract faculty members are expected to fall into the category of participating faculty members, since they will usually be expected to participate in some college activities beyond just teaching.

In the majority of cases, part-time contract faculty members are expected to fall into the category of supporting faculty members, since they are usually only expected to fulfil direct teaching responsibilities. However, this is not necessarily the case. Regardless of the expectations outlined above, the determination of a faculty member's status as **participating** or **supporting** will be based upon an annual review of the actual level of involvement of each faculty member in activities related to the school's mission other than teaching.

The following list, though not exhaustive, provides examples of activities that would be evidence of involvement of participating faculty members:

## **2. The Policy**

Any faculty member in the School of Business who satisfies two or more of the criteria below is designated as a participating faculty member. Any faculty member who satisfies less than two is designated as supporting.

The criteria are:

- Participates in governance issues through policy formulation, voting, etc.
- Serves on department, School, or University committees
- Serve in an administrative or supervisory role within the department, School or University
- Serves as an academic advisor
- Engages in extra-curricular activities such as advising a student organization
- Conducts an academic workshop or seminar
- Participates in curriculum development
- Attends departmental faculty meetings
- Participates in other significant intellectual/operational activities of the school
- Conducts research and/or produces intellectual contributions
- Make presentations at academic/professional meetings
- Participate in funded research and/or grant activities
- Attend teaching/pedagogy workshops or seminars
- Participate in other faculty development events or activities
- Write and publish teaching materials (books, chapters, cases, instructional software, etc.)
- Design and develop new curriculum and courses
- Participate in study abroad trips/courses in a faculty leadership role
- Serve as a journal editor or manuscript reviewer for journals related to one's field
- Participate in assessment activities
- Serve as an honours thesis director or provide independent/individual study opportunities for students.