

Department of Marketing & Supply Chain Management: Faculty Qualifications by Rank
(Approved by the Department of Marketing & Supply Chain Management APT Committee on April 1, 2024)

The Department of Marketing & Supply Chain Management in Walker College of Business follows Appalachian State University's **Faculty Handbook (Chapter 3, 4, 6)** and the **Office of Academic Affairs Standard Operating Procedures (AASOPs) OP :7**. Please refer to the *Faculty Handbook (Chapter 3,4,6)* and *AASOP (OP 7)* for full guidance and procedures.

Faculty Qualifications by Rank

FQR 1: Tenure Eligible Appointments: The University shall require a doctorate or other appropriate earned terminal degree for all full-time tenure eligible faculty appointments above the rank of Instructor unless there are exceptional circumstances. The tenure eligible ranks are Instructor, Assistant Professor, Associate Professor, and Professor. Minimum qualifications for each are below. Any Department or discipline specific qualifications may be specified in this foundational document. **(FH Chapter 3)**

FQR 1.1 Instructor: The rank of Instructor is appropriate when the individual lacks, when appointed, one or more qualifications for appointment to a rank of Assistant Professor. An Instructor must possess at a minimum:

- i. a master's degree from an accredited institution in a relevant field, or special competencies in lieu of the master's degree, or completion of all but the final requirements of the doctorate or other appropriate terminal degree;
- ii. evidence of ability in teaching; and
- iii. evidence of potential in either: (1) research or other germane creative activity; or (2) professional service to the University and/or to the public.

FQR 1.2 Assistant Professor: An Assistant Professor must possess at a minimum:

- i. the appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances;
- ii. demonstrated ability in teaching;
- iii. evidence of ability for research or other germane creative activity; and
- iv. willingness to contribute to institutional affairs and professional service to the University and/or to the public.

FQR 1.3 Associate Professor: An Associate Professor must possess at a minimum (except as provided in paragraph "**Exceptions to Minimum Qualifications**" (FH 3.3) below):

- i. the appropriate earned terminal degree from an accredited institution;
- ii. at least five (5) years of appropriate experience, unless there are exceptional circumstances;
- iii. recognized skill in teaching;

- iv. recognized accomplishment in research or other germane creative activity;
- v. recognized accomplishment in professional service to the University and/or to the public; and
- vi. demonstrated willingness to participate in institutional affairs.

FQR 1.4 Professor: An initial appointment to the rank of Professor shall be made with permanent tenure. A professor must possess at a minimum (except as provided in paragraph “*Exceptions to Minimum Qualifications*” (FH 3.3) below):

- i. the appropriate earned terminal degree from an accredited institution;
- ii. at least ten (10) completed years of appropriate experience;
- iii. recognized skill in teaching;
- iv. demonstrated ability and participation in professional service to the University and/or public; and
- v. evidence of at least one of the following: (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or (2) outstanding accomplishment in professional service to the University and/or to the public with ongoing, recognized accomplishment in research or other germane creative activity.

FQR 2 Special Faculty Appointments: Special Faculty appointments are part-time faculty, adjunct faculty, visiting faculty, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, lecturers, clinical faculty, research faculty, postdoctoral fellows, or other special categories. Such appointments are not ones in which the occupant may be granted permanent tenure. Prior to initial appointment, subsequent appointment, or promotion, the credentials of Special Faculty shall be reviewed by the appropriate departmental committee (e.g., Faculty Search Committee or APT Committee) in accordance with the procedures set forth in the AASOP (OP 7). (***FH Chapter 4***)

FQR 2.1 Part-Time Faculty/Adjuncts: Part-time faculty/adjuncts are any faculty member whose workload is seventeen (17) semester credit or contact hours or less per academic year (or the equivalent per semester) and who receive no employment benefits. The minimum criteria for appointment as a part-time faculty/adjunct is eighteen (18) hours of graduate coursework in the relevant discipline or equivalent documented experience.

FQR 2.2 Visiting Faculty: Visiting faculty appointments are limited to faculty who are under contract but retain their status in a position at another institution of higher education, research organization, or other entity with a significant research or educational mission. Visiting faculty from other higher educational institutions, including international faculty, shall generally be appointed at the rank held at their home institution., with the rank modified by “Visiting” (e.g., “Visiting Associate Professor” or “Visiting Lecturer”).

FQR 2.3 Faculty-in-Residence: Faculty members appointed as artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence or other similar

categories offer special expertise or training under terms and conditions approved by the Provost and Executive Vice Chancellor and stated in their employment contract.

FQR 2.4 Lecturers and Senior Lecturers: Lecturers must have appropriate professional credentials as defined below. Any additional qualifications may also be specified in this foundational document. Lecturers may apply for promotion to Senior Lecturer but are not required to advance.

4.2.4.1 Lecturers: Minimum criteria for appointment to the rank of Lecturer are:

- i. A master's degree from an accredited institution with 18 graduate credits in the relevant field of teaching;
- ii. Evidence of potential in teaching; and
- iii. Evidence of potential in department, college/school or University service.

4.2.4.2 Senior Lecturers: Minimum criteria for appointment to the rank of Senior Lecturer are:

- i. A master's degree from an accredited institution in the relevant field of teaching or its equivalent;
- ii. At least 120 semester hours taught at Appalachian State University after the receipt of a master's degree or its equivalent (or, in the case of Library Lecturers, a minimum of five (5) years);
- iii. Recognized skill in teaching; and
- iv. Recognized skill in department, college/school, or University service.

FQR 2.5 Clinical Faculty: Clinical faculty must be qualified as defined by professional/discipline standards, have practical experience appropriate for the responsibilities assigned, and must maintain appropriate professional credentials. Clinical faculty may hold the ranks defined below and may choose to apply for promotion in accordance with the process established by the Department's foundational documents. Minimum qualifications for each rank are below. Any additional qualifications may also be specified in this foundational document.

FQR 2.5.1 Clinical Instructors: Clinical Instructors must possess:

- i. a master's degree from an accredited institution in the field of practice and appropriate licensure and/or certifications; and
- ii. demonstrated ability in: (a) clinical/professional practice; (b) performance of teaching duties; and (c) assisting the unit in meeting its needs for clinical/professional services.

FQR 2.5.2 Clinical Assistant Professors: Clinical Assistant Professors must possess:

- i. the appropriate earned terminal degree in the field of practice from an accredited institution and appropriate licensure(s) and/or certifications; and

- ii. demonstrated ability in: (a) clinical/professional practice; (b) performance of teaching duties; (c) contributing to research, publications, and presentations; and (d) assisting the unit in meeting its needs for clinical/professional services.

FQR 2.5.3 Clinical Associate Professors: Clinical Associate Professors must possess:

- i. the appropriate earned terminal degree in the field of practice from an accredited institution, and appropriate licensure(s) and/or certifications;
- ii. at least five (5) years of appropriate professional experience; and
- iii. recognized skill in: (a) clinical/professional practice; (b) teaching; (c) research, publications and presentations; and (d) assisting the unit in meeting its needs for clinical/professional services.

FQR 2.5.4 Clinical Professors: Clinical Professors must possess:

- i. the appropriate earned terminal degree in the field of practice from an accredited institution, and appropriate licensure(s) and/or certifications;
- ii. at least ten (10) years of appropriate professional experience;
- iii. Outstanding skill in clinical/professional practice; and
- iv. Evidence of recognized skill in all of the following and outstanding accomplishment in at least one of the following: (a) teaching associated with the position; (b) research, publications, and presentations associated with the position; and (c) assisting the unit in meeting its needs for clinical/professional services.

FQR 2.6 Research Faculty: Research Faculty must be qualified as defined by professional/discipline standards. While the primary responsibility of such faculty is research, they may also be involved in teaching and service. Research faculty may hold the ranks below and may choose to apply for promotion. Minimum qualifications for each rank are below. Any additional qualifications may also be also specified in this foundational document.

FQR 2.6.1 Research Assistant Professors: Research Assistant Professors must possess:

- i. The appropriate earned terminal degree from an accredited institution or outstanding research training, credentials, and accomplishments earned in a non-university environment;
- ii. Research accomplishments defined by the department as no less than comparable to those of tenure-track faculty at the same rank;
- iii. Potential to obtain external funding; and
- iv. Demonstrated potential to (a) contribute to research, publications, and presentations and (b) assist the unit in accomplishing its research agenda.

FQR 2.6.2 Research Associate Professors: Research Associate Professors must possess:

- i. The appropriate earned terminal degree from an accredited institution or outstanding research training, credentials, and accomplishments earned in a non- university environment;
- ii. at least five (5) years of appropriate experience;
- iii. Research accomplishments defined by the department as no less than comparable to those of tenured faculty at the same rank; and
- iv. Demonstrated (a) success at obtaining external funding and (b) contributions to the unit's research agenda.

FQR 2.6.3 Research Professors: Research Professors must possess:

- i. The appropriate earned terminal degree from an accredited institution or outstanding research training, credentials, and accomplishments earned in a non-university environment;
- ii. at least ten (10) years of appropriate experience;
- iii. Research accomplishments defined by the department as no less than comparable to those of tenured faculty at the same rank; and
- iv. Outstanding success (a) at obtaining external funding; (b) extensive contributions to research, publications, and presentations; and (c) sustained increasingly significant contributions to the unit's research agenda.

FQR 2.7 Post-Doctoral Fellows: Post-Doctoral Fellows are appointed to the research staff under terms and conditions approved by the Provost and Executive Vice Chancellor and stated in their employment contract. Contracted duties may include teaching of both undergraduate and graduate students.

FQR 3 Qualifications for Graduate Faculty Membership: The following qualifications are required for regular Graduate Faculty Membership (**FH 6.1.2**):

- a. the highest degree (e.g., Ph.D., Ed.D., MFA, JD) in the discipline or, for clinical faculty, a master's degree from an accredited institution in the field of practice and appropriate licensure and/or certifications; and
- b. evidence of engagement in graduate education and research, including:
 - i. evidence of effective teaching and mentoring at the graduate level; or evidence of potential for effective teaching and mentoring at the graduate level; and
 - ii. evidence that the faculty member is staying current in the discipline (or relevant area of practice); consult the Graduate Faculty website for the approved list of suggestions for appropriate evidence of engagement.

***** Exceptions to Minimum Qualifications:** *It is in the sole discretion of the Provost and Executive Vice Chancellor to approve any exceptions to minimum qualifications for faculty members. Any requests for exceptions must be submitted by completing a Faculty Credential Template Form. This form gathers information regarding documented experience which allows the University to hire individuals who have a breadth and depth of experience outside the classroom in the specific discipline and course content the faculty member will be teaching. (FH 3.3)*