

Department of Finance, Banking and Insurance
Supplemental Faculty Personnel Guidelines

Approved by the Department of Finance, Banking and Insurance Faculty on January 14, 2011

Revised October 2017 and April 2019

Department of Finance, Banking and Insurance Supplemental Faculty Personnel Guidelines

The Department of Finance, Banking and Insurance follows the Walker College of Business Faculty Personnel Guidelines. Department faculty should consult the college guidelines for specific information about the full range of activities for instruction, intellectual contribution and service and other specifics about tenure, promotion and annual review. This Supplemental Faculty Personnel Guidelines document clarifies and makes explicit some issues for the Department of Finance, Banking and Insurance.

Tenure –

Intellectual Contribution

Section I.B.2 (page 9) of the Walker College of Business guidelines states:

“Recognized accomplishment in intellectual contributions means a strong record of publications in refereed journals. Quality and quantity both matter. Other scholarly contributions (e.g., conference presentations and proceedings, book chapters, works in progress, awards of funded research grants, etc.) may provide support for the candidate’s commitment to research or potential for further contributions, but the primary focus in the tenure review is on the record of refereed journal articles. In addition to the record of publications, candidates bear the burden of clearly demonstrating that there is a reasonable expectation they:

- will maintain an on-going commitment to intellectual contributions,
- will produce a record of continuing refereed journal publications, and
- will maintain the appropriate qualified faculty status criterion (e.g., Scholarly Academic) throughout their career.

The Department of Finance, Banking and Insurance supplements this by stating:

For the Department of Finance, Banking and Insurance “quality” publications are those as defined in the college’s document Standards for Faculty Sufficiency & Faculty Qualifications.

Teaching and Service

Section I.B.2 (page 8 and 9) of the Walker College of Business Faculty Personnel Guidelines establish criteria for recognized skill in teaching and recognized accomplishment in service for candidates attempting to qualify for tenure. These Guidelines state:

“Recognized skill in teaching means the candidate has attained teaching effectiveness. To earn the recommendation for tenure, candidates must demonstrate that they:

have attained teaching effectiveness, with evidence provided by meeting numerous *Examples of Performance Criteria in Instruction* as outlined in Section I.A.1,

are committed to, and can reasonably be expected to, sustain teaching effectiveness.”

“**Recognized accomplishment in service** means the candidate has engaged in sufficient service activities to the institution, the profession, or the public to demonstrate his or her professional citizenship, and has demonstrated a willingness to participate in the affairs of the department, the college, the university, and the profession. Since junior faculty are expected to focus principally on attaining teaching excellence and a strong record of publications, the qualitative and quantitative aspects of the service record are less important than the inference it supports regarding the potential for future service as a senior colleague.”

The Department of Finance, Banking and Insurance supplements this by stating:
The Department of Finance, Banking, and Insurance recognizes and adheres to the guidelines established by the Walker College of Business Faculty Personnel Guidelines in the areas of teaching and service for those faculty applying for tenure as the minimum level to meet to be granted tenure in the Department.

Instruction – Faculty Workload

Faculty workloads should meet the expectations for promotion and tenure as specified in the ASU Faculty Handbook, the WCOB Faculty Personnel Guidelines, and the respective departmental guidelines.

Section 1.D.1 (page 12) of the Walker College of Business guidelines state:

“In accordance with the ASU Policy on Faculty Workload (Policy 219), the standard faculty teaching load for tenure-track faculty members in the College of Business is 9 credit hours of classroom instruction per semester, **with the expectation of demonstrable productivity in scholarship, activity, and service**. Ideally, such a nine hour teaching load will consist of no more than two preparations per semester (three preparations per academic year).”

The Finance, Banking and Insurance Department supplements this by stating:
Reassigned time may also be granted for certain Professorships, and Center or Program Directors at the discretion of the Department Chair and approved by the Dean. To be granted reassigned time, a faculty member must remain current in their appropriate qualified faculty status category. This standard is set forth in the *College’s Standards for Faculty Sufficiency and Faculty Qualifications* document.

When it is determined that a faculty member does not meet the standards for their qualified faculty status category as defined in the college guidelines, the faculty member will be notified at the annual review that the faculty member does not meet such status. The faculty member will be assigned a teaching load of 12 hours per semester. If the faculty member regains their qualified faculty status category and is engaged in producing intellectual contributions at a level to maintain such status, three hours of reassigned time per semester would be available to the faculty member according to the college guidelines.

Annual Performance Standards for Faculty Intellectual Contribution

Sections I.D.2 (page 14) of the Walker College of Business guidelines state:

“To meet minimum expectations, performance evaluation in the area of intellectual contribution will be based on a faculty member’s tangible output **in the most recent five-year period**. Subject to these college guidelines, each department will set standards with regard to quality and quantity of intellectual contribution needed to meet minimum expectations. Department standards must be sufficiently rigorous to assure that a faculty member maintains his/her appropriate qualified faculty status category as defined in AACSB standards and college guidelines. Meeting annual minimum expectations in intellectual contribution is a necessary, but not sufficient, component in merit compensation, promotion, and tenure decisions.”

The Department of Finance, Banking and Insurance supplements this by stating:

The Department of Finance, Banking and Insurance standard for “meeting minimum expectations” in the annual performance review is maintaining their qualified faculty status category status as defined in the college’s Standards for Faculty Sufficiency & Faculty Qualifications.

Service

Section I.D.3 (page 15) of the Walker College of Business guidelines state:

Each faculty member in the College of Business is expected to participate in the affairs and activities of the department, college, and university. Some examples of basic opportunities for participation include: (1) attending and participating constructively in the deliberations of departmental and general faculty meetings, (2) attending commencement and convocation ceremonies, (3) attending CEO Lecture Series activities, and (4) participating in other activities (i.e., Open House, Parents Weekend).

The Department of Finance, Banking, and Insurance supplements this by stating:

Department faculty are expected to attend and fully participate in at least two of the following opportunities in any academic year: (1) commencement, (2) convocation, (3) CEO Lecture Series or (4) other visible activities (i.e., Open House, Parents Weekend). Finance, Banking and Insurance faculty who do not attend and fully participate in at least two opportunities are not meeting minimum service expectations.

Compilation of Materials for Reappointment of Tenure-Track Faculty Prior to Tenure Consideration

Section 4.4.4 of The Faculty Handbook (2018-2019) states:

“Tenure-track faculty seeking contract renewal prior to tenure consideration shall follow their departmental guidelines for submission of materials to the promotion and tenure committee for review.”

The Department of Finance, Banking, and Insurance supplements this with the following.

A tenure-track faculty member seeking reappointment prior to tenure consideration shall provide the following materials to the Department’s promotion and tenure committee (PTC):

- Cover letter requesting reappointment;
- “Candidate’s vita, including evidence related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, University, and discipline” (Faculty Handbook (2018-2019) 4.4.5.1, item 3);
- Summary of teaching evaluations;
- Copies of published or forthcoming peer reviewed journal articles;
- Copies of papers under review; and
- Copies of working papers.

The above materials are to be furnished in an electronic format as pdf files.

The PTC reserves the right to request additional materials. The tenure track faculty member would have at least ten working days to supply the requested additional materials.