

**Department of Computer Information Systems**  
**Supplemental Faculty Personnel Guidelines**

**Approved by the Department of CIS Faculty**  
**August 15, 2011**

## Department of Computer Information Systems Supplemental Faculty Personnel Guidelines

The CIS Department 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 Computer Information Systems.

**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 remain “academically qualified” throughout their career.”

*The CIS Department supplements this by stating:*

*For the Department of Computer Information Systems “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 Computer Information Systems supplements this by stating:*

*The Department of Computer Information Systems 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 and 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 I.D.1 (page 12) of the Walker College of Business guidelines state:

“The course load in the College of Business is 12 hours per semester. Three hours of reassigned time for intellectual contributions are granted to tenure-track faculty members making satisfactory progress toward tenure. Reassigned time is also available to tenured faculty members engaged in producing intellectual contributions at a sufficient level to maintain their “academically qualified” status as defined in AACSB standards and college guidelines.”

*The Computer Information Systems Department supplements this by stating:*

*Reassigned time may also be granted for certain Professorships and Center Directors at the discretion of the Department Chair and approved by the Dean. To be granted reassigned time, a faculty member must remain “academically qualified.” A faculty member who meets the original academic preparation guidelines for being academically qualified will maintain academically qualified status if, over the most recent five-year period, he or she has completed at least three (3) quality publications or at least two (2) quality publications plus two (2) other maintenance activities.*

*When it is determined that a faculty member does not meet the standards for “academically qualified” status as defined in the college guidelines, the faculty member will be notified at the annual review that the faculty member does not meet “academically qualified” status. The faculty member will be assigned a teaching load of 12 hours per semester. If the faculty member regains “academically qualified” status and is engaged in producing intellectual contributions at a level to maintain “academically qualified” 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 “academically qualified” status 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 Computer Information Systems Department supplements this by stating:*

*The Computer Information Systems Department standard for “meeting minimum expectations” in the annual performance review is “academically qualified” 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 on an as-needed basis in other activities (i.e., Open House, Parents Weekend).

*The Computer Information Systems Department 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 on an as-needed basis (i.e., Open House, Parents Weekend). CIS faculty who do not attend and fully participate in at least two opportunities are not meeting minimum service expectations.*