

Department of Accounting Supplemental Faculty Personnel Guidelines

(Approved by Department of Accounting Faculty 2/8/21)

The Department of Accounting 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 Accounting.

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 faculty qualification (e.g., Scholarly Academic) throughout their career.”

The Department of Accounting supplements this statement as follows:

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

Teaching and Service

Section I.B.2 (pages 8 and 9) of the Walker College of Business Faculty Personnel Guidelines establishes 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 Accounting supplements this statement as follows:

The Department of Accounting 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 and 13) 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 teaching load for full-time non-tenure-track faculty and tenure-track faculty who are not producing intellectual contributions at a sufficient level to maintain their “scholarly academic” or “practice academic” status, is 12 hours per semester. In some cases, a department chair, in consultation with the Dean, may assign differential instructional responsibilities resulting from administrative duties, externally funded research, and special assignments including additional institutional obligations. In evaluating faculty performance in instruction, consideration will be given when the faculty member's course load deviates substantially from the norm.”

The Department of Accounting supplements this statement as follows:

Reassigned time may also be granted for certain administrative activities (e.g., MS Director, Beta Alpha Psi (BAP) faculty advisor, internship director) at the discretion of the Department Chair and approved by the Dean. To be granted reassigned time, a faculty member must maintain the appropriate faculty qualification (e.g., Scholarly Academic). When it is determined that a faculty member does not meet the standards for the appropriate faculty qualification as defined in the college guidelines, the faculty member will be notified at the annual review that he or she does not meet the appropriate faculty qualification. The faculty member will be assigned a teaching load of 12 hours per semester. If the faculty member regains the appropriate faculty qualification and is engaged in producing intellectual contributions at a level to maintain the appropriate faculty qualification, 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 15) 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 faculty qualification 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 Accounting supplements this statement as follows:

The Department of Accounting standard for “meeting minimum expectations” in the annual performance review is the appropriate faculty qualification as defined in the college’s Standards for Faculty Sufficiency & Faculty Qualifications. Further, publications will be considered in the annual review based on either the date of formal acceptance or the date of publication, such date as chosen by the faculty member.

Instruction

The Department of Accounting follows the WCOB Faculty Personnel Guidelines (Section I.D.1 Instruction, p. 13), which state:

“All faculty members, full-time and part-time, will be evaluated against the following basic standard containing these elements: 1) Receive positive quantitative and qualitative feedback from students through course evaluations and other

means that demonstrate a pattern of quality instruction; 2) As mandated by the ASU Faculty Handbook, hold a minimum of 1.5 office hours per week for every three (3) student credit or instructional workload hours during the academic year, and be generally available to students outside of class contact periods. Part-time faculty must be available to meet with students for appropriate periods based on teaching load; 3) Provide course instruction which conforms to the catalog description, and which includes current knowledge of the subject; 4) Hold all classes as scheduled, including the final exam period, except for infrequent incidents of sickness, personal emergencies, or other professional obligations where substitute learning experiences are provided; 5) Provide a syllabus that details objectives, a course outline, work expected of students, and instructor policies for each course taught; 6) Provide evidence of rigorous and equitable grading.

Faculty who satisfy the basic standard will have met expectations on this performance dimension. Faculty who fail to meet any element of the basic standard will have failed to meet expectations on this performance dimension. Meeting minimum expectations in instruction is a necessary, but not sufficient, component in merit compensation, promotion and tenure decisions.”

The Department of Accounting supplements this statement as follows:

The Department of Accounting adds the following requirement to meet expectations in the dimension of instruction: faculty will post their syllabus online for students; the syllabus may be posted to the learning management system or other suitable place where students may easily access it.

Service

Internal Service

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

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 Department of Accounting supplements this statement as follows:

The Department of Accounting includes departmental activities such as BAP meetings, Accounting Principles dinners, Meet the Firms events and lunches with recruiters among the basic opportunities for participation. To meet expectations in the dimension of service: faculty will attend attending at least one of the following opportunities in any academic year: (a) fall commencement, (b) spring commencement, (c) fall open house, (d) spring open house, (e) Meet the Firms, (f) Accounting Principles Dinner, (g) Beta Alpha Psi

meetings or (h) other visible event on an as-needed basis.

External Service

Section I.D.3 (page 16) of the Walker College of Business guidelines provides examples of external service. In addition to the activities listed in that document, the Department of Accounting supports service to the accounting profession. Examples of service to the accounting profession include, but are not limited to, serving on a committee of a professional organization and participating in activities conducted by a professional organization.