

College of Business and Economics, CSU East Bay

Criteria for Documenting Faculty as “Participating” or “Supporting”

In April 2013, AACSB adopted a new set of standards for Business Accreditation (henceforth referred to as the 2013 Standards). The 2013 Standard #5, which addresses faculty sufficiency and deployment, states:

“A participating faculty member actively and deeply engages in the activities of the school in matters beyond direct teaching responsibilities. Such matters might include policy decisions, advising, research, and service commitments. The faculty member may participate in the governance of the school and be eligible to serve as a member on appropriate committees responsible for academic policymaking and/or other decisions. The individual may participate in a variety of non-class activities such as directing an extracurricular activity, providing academic and career advising, and representing the school on institutional committees. Normally, the school considers participating faculty members to be long-term members of the faculty regardless of whether or not their appointments are of a full-time or part-time nature, whether or not their position with the school is considered the faculty member’s principal employment, and whether or not the school has tenure policies.”

“Normally, participating faculty members will deliver at least 75 percent of the school’s teaching (whether measured by credit hours, contact hours, or another metric appropriate to the school).”

“Normally, participating faculty members will deliver at least 60 percent of the teaching in each discipline, academic program, location, and delivery mode.”

The College of Business and Economics (CBE) expects faculty to engage in activities of the College and the University beyond their direct teaching and research responsibilities. Before the end of each academic year, the CBE Administrative Council will determine and document each faculty member as either “participating” or “supporting,” based on the person’s activities in the current academic year. This status of “participating” or “supporting” will be valid through the end of the next academic year. If a faculty member’s activities in an academic year are not sufficient to meet the criteria for “participating”, the person will be documented as “supporting.”

To measure the relevant activities, CBE has developed a list of committees and assigned a point value to each, based on the estimated amount of engagement needed (see the attached for the List of Committees). In addition to serving on committees included in the List of Committees, faculty can receive credit for participating in a variety of activities, as follows:

- (a) Serving on task forces, advisory boards, or ad hoc committees at the department, college, or University level
- (b) Providing academic and career advising (e.g., being a faculty mentor in CBE’s Student Mentoring Program)

- (c) Engaging in curriculum or program reviews and updates
- (d) Directly participating in extracurricular activities
- (e) Serving as a faculty advisor to a student organization
- (f) Participating in other activities that directly contribute to the mission of the College

Due to the varied nature of these activities, pre-assigned point values are impractical. Rather, faculty members will discuss the activities with the Department Chair, who will assign a point value (1, 2, or in rare cases 3) after appropriate consultations.

Full-time tenure-track/tenured (TT) faculty

All full-time TT faculty in CBE are expected to be “participating”, which requires accumulating 7 points per academic year.

Notes:

- (1) TT faculty members are strongly encouraged to attend at least one of the graduation ceremonies per academic year (Commencement or Honors Convocation), serving as a faculty marshal (or other roles) which is on the List of Committees.
- (2) At the beginning of the 1st academic year with the CBE, a new TT faculty member will be documented as “participating.”
- (3) During each of the first three academic years with the CBE, a new TT faculty member will work with the Department Chair to identify and participate in activities from (a) through (f), listed above, to maintain the “participating” status. New TT faculty members are reminded that University Service is one of the four criteria for Retention, Tenure and Promotion. If eligible, new TT faculty members are encouraged to serve on the listed committees.
- (4) Starting from the 4th academic year with the CBE, a TT faculty member must earn at least 3 points by serving on committees found in the List of Committees, and 4 by conducting activities (a) through (f) listed above.
- (5) If a TT faculty member (for a new faculty member, starting from the 4th academic year) earns fewer than 3 points from the List of Committees due to various reasons (e.g., lack of opportunities, loss of elections), the faculty member must inform the Department Chair of the situation as soon as possible and become more involved in activities (a) through (f) listed above. In such rare cases, the Department Chair will identify activities from (a) through (f) to ensure that the faculty member can earn at least a total of 7 points and will document the faculty member as “participating” even with fewer than 3 points from the List of Committees.
- (6) If a TT faculty member does not have enough points in the current academic year but earned more than 7 points in the previous academic year, the Department Chair can choose to use the average of the points from these two academic years to determine the faculty member’s “participating” status for the current academic year.
- (7) If release time or a stipend is awarded for a non-class activity, the faculty member will not receive any points for that activity.

- (8) A faculty member’s points from the List of Committees will not be reduced due to sabbatical leave or other approved leaves. However, the faculty member must have served at least one quarter (or semester) during the academic year to earn the points. The substitute faculty member, who serves for at least one quarter (or semester) during the academic year, will earn the same points as if the substitute served for the entire academic year.
- (9) Each faculty member is responsible for avoiding conflicts between teaching schedules and committee meetings. Only integer points will be officially documented for each faculty member. In the event that a substitute is needed to serve on a listed committee, the substitute and the original committee member will decide how to share the points. The total points allocated for a listed committee in an academic year must not exceed the value found in the List of Committees for the committee.
- (10) When necessary, the Dean’s office may assign points for serving on certain task forces or special assignments.

TT faculty in the faculty early retirement program (FERP)

CBE expects FERP faculty to engage in service activities during their teaching terms and to maintain a “participating” status. To be considered “participating” in a given academic year, a FERP faculty member needs to engage in at least two activities (either from a listed committee or from activities “a” through “f” in the preceding) in that academic year. Each academic year, the Department Chair will coordinate with each FERP faculty member to ensure “participating” status, and will document their activities and report to the Dean’s office at the end of the academic year.

Adjunct faculty

To be considered “participating” in a given academic year, an adjunct faculty member must engage in at least two activities (either from a listed committee or from activities “a” through “f” in the preceding). Each academic year, the Department Chair will encourage adjunct faculty to engage in activities, maintain records of activities for “participating” adjunct faculty members, and report to the Dean’s office at the end of the academic year.

List of Committees
(with pre-assigned points)

Committees	Points
UNIVERSITY LEVEL	
Academic Senate	3
Senate Excom	3
Academic Planning and Review Committee	3
Curriculum & Instruction Committee	3
COBRA	3

Faculty Affairs Committee	3
Fairness Committee	2
Promotion & Tenure Committee	3
Research Committee	2
Honorary Degrees Committee	1
Basic Skills Requirement Appeals (CIC)	1
Concord Campus Advisory	1
Critical Thinking GE Requirement (CIC)	1
Faculty Diversity & Equity Committee	2
GE Subcommittee (CIC)	1
Graduate Programs Committee (CIC)	2
Cultural Groups/Women GE Requirement (CIC)	1
GE Subcommittee (CIC)	1
Information Technology Advisory Committee	2
A2E2 Advisory Committee	3
Professional Leave Committee	2
University Administrative Review Committee	1
Technology and Instruction Committee (CIC)	1
Writing Skills Committee (CIC)	3
Honors Advisory Council	1
Library Advisory Committee	1
Search Committee	2
Center for Student Research	1
Community Policing Advisory Board	1
FAC Subcommittee	1
Foundation Board	1
Participating in a Graduation Ceremony	1
Committee on Layoffs	1
COLLEGE LEVEL	
Curriculum Committee	3
Faculty Affairs Committee	3
Retention, Tenure and Promotion Committee	3
CBE A2E2 Committee	1
DEPARTMENT LEVEL	
RTP Committee	2
Post Tenure Review Committee	1
Lecturer Review Committee	1
Tenure Track Faculty Search Committee	3

Faculty Hearing Panel if Called to Serve	1
Chair Review Advisory Committee	1

Revised in September 27, 2019.