

## **CBE Release Time Support for AACSB Faculty Qualification Statuses**

This document conveys policies (consistent with CBE’s mission) that support CBE full-time tenure-track/tenured (TT) faculty in their efforts to obtain and maintain SA (scholarly academic) or PA (practice academic) status and to meet the requirement for “participating” faculty, as specified in AACSB’s 2013 Standards. It is critically important that faculty achieve and maintain such status.

### **Prerequisite:**

To be eligible for any support outlined in this document, a full-time TT faculty member must have a current status of “participating.” See CBE’s Criteria for Documenting Faculty as “Participating” or “Supporting”.

### **1. SA or PA status**

As of January 1<sup>st</sup>, 2016, CBE will use SA, PA, and “Other” to categorize TT faculty’s status, and will discontinue the AQ status.

### **2. Minimum teaching load in an academic year**

Except for faculty on sabbatical leave, leave without pay, medical leave, or those who hold professorships or who are given assigned time for administrative work (e.g., Department Chair, Program Director, etc.), every full-time TT faculty member is expected to teach

- at least **24 quarter units on-load per academic year** (usually, 8 units per quarter), or
- at least **15 semester units on-load per academic year** (averaged between the two semesters to the extent feasible).

The Office of the Dean may make exceptions under extenuating circumstances.

### **3. Release time for being AQ (before January 1<sup>st</sup>, 2016) and for being SA or PA (as of January 1<sup>st</sup>, 2016)**

To encourage faculty to obtain and maintain a qualification status, a faculty member may receive release time for being AQ, SA or PA. The following table shows the amount of release time a TT faculty member is awarded per academic year for being AQ, SA or PA:

<b>To be used in academic year (AY)</b>	<b>Faculty status</b>	<b>Release time per AY</b>
2015-2016	AQ	4 quarter units
2016-2017	SA or PA	4 quarter units
2017-2018	SA or PA	4 quarter units
2018-2019 and beyond	SA or PA	6 semester units

However, if this release time reduces the actual teaching load of a faculty member in an academic year to a level that is below the minimum teaching load stated in Section 2, the faculty member will not receive any release time for being AQ, SA or PA in that academic year. This release time for being AQ, SA or PA CANNOT be carried over to future academic years.

#### **4. Release time for peer-reviewed journal articles**

CBE has developed lists of A+, A and A- journals (see attached Tables 1, 2 and 3). A peer-reviewed article in a journal that is not on the A+, A or A- lists, but has been determined by the CBE FAC as an additional quality journal article will be referred to as an AQJ article.

- (1) An article in an A-, A, or A+ journal will receive release time of *one, two, or three 4-unit quarter classes per article* respectively, regardless of the number of CBE coauthors or the order of the authors' names on coauthored articles.
- (2) After CSUEB converts to the semester system in Fall 2018, accumulated or anticipated release time of 4 quarter units will be converted to that of 3 semester units.
- (3) In addition to the release time listed in item (1), to encourage co-authorship of CBE faculty, an A-, A or A+ article with CBE coauthors will be awarded \$2,000, \$4,000, or \$6,000 per article respectively, which are funds set aside for research and state-side teaching related activities. The CBE coauthors will decide how to share the funds among themselves, and unused funds can be carried over into the future.
- (4) In lieu of release time, a faculty member can choose to have funds set aside for research and state-side teaching related activities, at the rate of \$6,000 per 4-unit quarter class release time. The release time must have been awarded for research articles rather than from any other sources. Unused funds can be carried over into future years.
- (5) The "publication year" of an article is defined as the year printed on the final version of the published paper. In practice, the article could be accepted or become publicly available on the Web or another media before or after this "publication year." However, these timing variations should NOT alter the "publication year" for release time consideration. Should ambiguity or disputes occur, the CBE Administrative Council will decide on what "publication year" should be applied to the article for release time purposes.

#### **5. Submitting articles to journals during transition period**

As a transition from the Nifty Fifty, Next 78 lists and B journals to the new A+, A, A- lists and AQJs, CBE will use the following table to determine the eligibility of published articles for release time consideration, in addition to the release time indicated in Section 4. Please note that the year in the first column is the year an initial manuscript is *submitted* rather than the year the article is *eventually published*. "N/A" means not applicable.

Year manuscript submitted	Existing Structure			New Structure			
	Nifty Fifty	Next 78	B	A+	A	A-	AQJ
2015 or earlier	Yes	Yes	Yes	Yes	Yes	Yes	N/A
2016	N/A	N/A	N/A	Yes	Yes	Yes	Yes
2017	N/A	N/A	N/A	Yes	Yes	Yes	No additional release time
2018 and beyond	N/A	N/A	N/A	Yes	Yes	Yes	No additional release time

Note:

- (1) It is important for faculty to document the submission date of each initial manuscript by saving the written communications with the journal or editor.
- (2) An AQJ article published before the beginning of Spring quarter of 2018 could be eligible for release time of 4 quarter units per article, subject to the limitations stated in items (4) and (5) below.
- (3) A Category B article that satisfies all of the following conditions could be eligible for release time of 4 quarter units (also subject to the limitations stated in items (4) and (5) below):
  - submitted before December 31<sup>st</sup>, 2015,
  - published before the beginning of Spring quarter of 2018,
  - meets the criteria specified in the existing “Assigned Time Support” document dated July 2010.
- (4) Besides the release time shown in Section 3, a faculty member is eligible for additional release time of 4 quarter units per academic year in 2016-2017 and in 2017-2018 for AQJ and qualified Category B articles.
- (5) Because of the release time of 6 semester units per academic year specified in Section 3, no release time will be awarded for any AQJ or Category B articles published after the beginning of Spring quarter of 2018, regardless of the submission dates of their initial manuscripts. AQJ articles will always earn points for obtaining and maintaining qualification status.

## 6. Unused release time

A faculty member may have accumulated release time from various sources, including research articles. The release time shown in Section 3 cannot be carried over to future academic years. Unused release time from all other sources can be carried over to future academic years.

## 7. Funding availability

All faculty support is subject to funding availability. Financial resources will be reviewed on an annual basis to determine whether or not sufficient funding is available.

**Attachments**

**Table 1**      **A+ journals**

**Table 2**      **A journals**

**Table 3**      **A- journals**

(9/21/2015)