

9-30-2004

## College of Business Council Meeting : 2004 : 09 : 30

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### Recommended Citation

University of South Florida St. Petersburg. College of Business. College Council, "College of Business Council Meeting : 2004 : 09 : 30" (2004). *Kate Tiedemann College of Business: College Council Meeting Minutes* . 11.  
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**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG  
COLLEGE OF BUSINESS**

**College of Business Council  
(formerly, Faculty Recruiting, Evaluation, and Consultation Committee)  
September 30, 2004 10:00 am**

Present: Tom Carter, Jim Fellows, Ellen Hufnagel, Jerry Lander, Mike Lockett, Gary Patterson,  
Jim Spence, Marc Street

1. Minutes

The minutes of our September 23 meeting were approved.

2. Instructor qualifications

A. We discussed the standards for an instructor's being professionally qualified. The instructor would need to do one of the following four activities once every two years:

- i. Obtain an approved certification in one's field or take the necessary CPE credits to maintain on-going certification. (All certifications must be pre-approved by the academically and professionally qualified members of the faculty member's academic discipline.)
- ii. Documented participation at a regional or national conference. "Documented" means that the instructor's name would appear in the program; it would include, for example, presenting a paper or serving as a discussant or session chair.
- iii. Membership on a journal's editorial board.
- iv. Other Intellectual Contributions as listed on "Table II: Summary of Faculty Intellectual Contributions and Qualifications," distributed by Associate Dean Mark Wilson. Quoting from that sheet, OIC's are "including (but not limited to) research monographs, scholarly books, chapters in scholarly books, textbooks, proceedings from scholarly meetings, papers presented at academic or professional meetings, publicly available research working papers, papers presented at faculty research seminars, publications in trade journals, in-house journals, book reviews, written cases with instructional materials, instructional software, and other publicly available materials describing the design and implementation of new curricula or courses. Intellectual contributions must be publicly available, i.e., proprietary and confidential research and consulting reports do not qualify as intellectual contributions."

B. Academic qualification would require a refereed publication once every two years.

C. For all instructors, the number of preps would be reduced as much as possible.

3. Visiting lecturers

Normally, visiting lecturers would have 4/4 teaching loads.

4. Untenured faculty members

Tenure-track faculty members would have 2/2 teaching loads.

5. Tenured associate and full professors requirements for Academic Qualification

- A. As of Fall 2005, any tenured associate or full professor with a proven track record of scholarly research will be eligible for a 2/2 or 3/2 teaching load. To maintain the 2/2 or 3/2 load, there would not be a formal review process. Instead, when each tenured faculty member on a reduced load does her/his annual review, they submit to the Dean and the Associate Dean a record of all their scholarly activities for the last 3 years (probably all relevant items from the last three annual reports). This gives a rolling three year update and makes the faculty members assess their own status/progress and also give the Dean and Associate Dean the same continuous observation. If a faculty member has an insufficient record for three years, then the Dean and Associate Dean could increase the faculty member's teaching load in discussion with the faculty member.
- B. The standards for this judgment will be determined by the tenured faculty in the discipline in consultation with the Dean.
- C. Faculty members seeking to lower their teaching load to 2/2 or 3/2 to allow more research will need evidence of publications to justify this and will need to negotiate with the Dean.
- D. Faculty members seeking to lower their teaching load for other reasons (service, for example) may also negotiate a 2/2 or 3/2 teaching load with the Dean.

6. Mass lectures

Where possible and practical, we will have mass lectures with terminally-qualified faculty members in charge. Those faculty members will have a graduate assistant to help with the course. Mass lectures can occur in Accounting, Economics, Finance, Marketing, and Management. The ISDS faculty members will put more thought into methods and practicality before having mass lectures. We will reevaluate this policy as we gain more experience with this method of instruction.

7. Committee name

From now on, the FRECC is renamed "College of Business Council," as per USFSP faculty governance documents.