

UNIVERSITY OF SOUTHERN INDIANA
COLLEGE OF BUSINESS

FACULTY HANDBOOK – 2012-2013

Latest revisions as of March 2011

PREFACE

All College of Business faculty are encouraged to become familiar with the practices, policies, rules, regulations, and procedures described in the University of Southern Indiana Handbook. This College of Business Faculty Handbook is a supplement. It is designed to inform College of Business faculty about policies and practices specific to the College of Business. The University and the College of Business reserve the right to change any policy or practice through appropriate processes.

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LONG-TERM GOALS OF THE COLLEGE OF BUSINESS

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The University Of Southern Indiana College Of Business is committed to becoming the leading educational institution in the economic development of Southwestern Indiana and the Tri-State Region.

The College of Business seeks to become the college of choice for the most able high school graduates in Southwestern Indiana.

The College of Business seeks to become the preferred source of professionally trained employees for employers in the Tri-State region and a respected source of employees for employers throughout the Midwest.

The College of Business seeks to become a sought-after source of business and economic information and expertise for the business community in the Tri-State region.

The College of Business is committed to achieving leadership and quality through continuous improvement and comprehensive program evaluation.

COLLEGE OF BUSINESS VISION AND MISSION STATEMENT

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VISION STATEMENT

Our vision is to provide a premier learning experience in business that emphasizes an entrepreneurial mindset which involves innovative thought and openness to new ideas.

MISSION STATEMENT

Our mission is to place the student at the center of our college's educational activities, both inside and outside the classroom. We are committed to offering a value-driven business education that provides personalized attention, enhances lifelong learning, values creativity and innovation, ensures an interactive learning experience, and nurtures social responsibility and integrity.

This, in part, will be accomplished by faculty who are actively engaged in research that will bring current and relevant knowledge to the curriculum. Consistent with our emphasis on teaching, our research will focus primarily on applied and pedagogical issues. In addition, the college embraces service that is responsive to the evolving needs of our stakeholders.

COLLEGE ORGANIZATION AND GOVERNANCE

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The University of Southern Indiana is a public, state-supported institution, under the general control of a board of trustees, known and designated as the University of Southern Indiana Board of Trustees.

Faculty Governance is assured through a Faculty Senate and Faculty Constitution. The Faculty Constitution is on pages I. 2-14 of the university handbook. The College of Business faculty have adopted formal by-laws which describe the governance of the College of Business. The by-laws follow this section.

The Faculty Constitution and the College of Business By-Laws are intended to provide for due process, representative governance, and systematic, collegial consideration of curricular matters; academic standards; student conduct and discipline; faculty welfare, conduct and discipline; the library; promotion and tenure decisions; administrative appointments; and other policy matters affecting the university and its mission.

The College of Business is organized into three departments; Accounting and Finance; Economics and Marketing; and Management and Information Sciences. Each department has a chairperson and a "supplies and expenses" budget administered by the chairs, which covers printing, telephones, mailings, and travel. Department chairpersons receive 1/4 release time for administrative functions.

The Dean is assisted by an Associate Dean who directs the MBA program, is the fiscal officer for the

College, and carries out special projects. The Associate Dean's time is assigned 3/4 to administration and 1/4 to faculty responsibilities. The Assistant Dean supervises advising, scheduling, and undergraduate students on academic probation. The Assistant Dean's time is 1/4 administration and 3/4 faculty responsibilities.

COLLEGE OF BUSINESS BYLAWS

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FACULTY OFFICERS

The faculty officers of the College of Business will serve as a coordinating body for College standing committees. Their other duties include calling for College of Business faculty meetings and planning social events.

The College of Business will have two faculty officers: a Chairperson and a Secretary. The faculty officers will serve for a term of one academic year. A faculty member may serve as an officer for up to three consecutive years.

Faculty officers are to be elected on an at-large basis during the final College meeting of the academic year. Voting rights are held solely by full-time faculty members within the College of Business, and votes are to be cast by secret ballot. A candidate for faculty officer must be a tenure track faculty member who is currently employed in a full-time teaching position within a department of the College of Business. A faculty member who serves as a department chairperson may not simultaneously serve as a faculty officer. In order to be nominated, a prospective candidate must present to the Secretary of the faculty a petition signed by at least six full-time members of the College faculty prior to the final College meeting of the academic year.

COLLEGE MEETINGS

College meetings may be initiated in one of three ways: (a) the Dean of the College of Business can call for a meeting at any time; (b) the Chairperson of the College of Business faculty can request the Dean to call for a meeting; and (c) the College of Business faculty can petition the Dean for a meeting. Said petition will require the signatures of at least four full-time faculty members.

**COLLEGE OF BUSINESS GOVERNANCE
STANDING COMMITTEES
NOVEMBER 2010**

1. Teaching, Learning Assessment and Curriculum Committee

A. Membership

The committee will be comprised of one full-time faculty member representing each department and one representatives at-large elected by the College of Business faculty, plus the Assistant Dean, the Assessment Coordinator, and the representative to the University Curriculum Committee serving as ex-officio members.

B. Responsibilities

The committee will serve in an advisory capacity to the Dean on all undergraduate curriculum policies and practices including, but not limited to, existing program and course modifications, new course development and program development. The committee will review and modify the college's learning outcomes assessment plan. The committee will identify and promote pedagogical best practices and responsibilities in the learning process. In addition, the committee is responsible for instructional resource support.

2. Promotion & Tenure Committee

A. Membership

The committee will be comprised of one full-time tenured faculty member representing each department and one full-time tenured representative at-large elected by the College of Business faculty, with the representative to the University Promotions Committee serving as an ex-officio member. All four committee members should come from different disciplines.

B. Responsibilities

The committee will evaluate and make recommendations on all College of Business faculty applications for promotion, tenure, reappointment, and sabbatical leaves. In addition, the committee will serve in an advisory capacity to the Dean on all policies and procedures regarding such decisions.

3. Graduate Committee

A. Membership

The committee will be comprised of one full-time graduate faculty member representing each department and one full-time graduate faculty representative at-large elected by the College of Business faculty, plus the graduate program director(s) and the Assessment Coordinator serving as ex-officio members.

B. Responsibilities

The committee will serve in an advisory capacity to the Dean related to graduate programs and their

assessment. Responsibilities include, but are not limited to, graduate program policies, curriculum, faculty graduate status, program viability, student appeals, and the identification and promotion of responsibilities in the learning process.

4. Faculty Affairs Committee

A. Membership

The committee will be comprised of one full-time faculty member representing each department and one full-time faculty representative at-large elected by the College of Business faculty, plus the Faculty and Student Awards Coordinator serving as an ex-officio member.

B. Responsibilities

The committee will serve in an advisory capacity to the Dean related to faculty activities within the College of Business. Responsibilities include but are not limited to policies and/or programs relating to faculty governance, faculty development, and faculty awards. In addition, the committee is responsible for the enhancement of the research environment within the College including the identification of important resources for conducting research.

5. Student Affairs Committee

C. Membership

The committee will be comprised of one full-time faculty member representing each department and one full-time faculty representative at-large elected by the College of Business faculty, plus the Faculty and Student Awards Coordinator serving as an ex-officio member.

D. Responsibilities

The committee will serve in an advisory capacity to the Dean related to student activities within the College of Business. Responsibilities include but are not limited to policies and/or programs relating to faculty-student connections outside the classroom, student advising, and student awards.

6. Strategic Planning Committee

A. Membership

The committee will be comprised of one full-time faculty member representing each department, one full-time faculty representative at-large elected by the College of Business faculty, and the Faculty Chair, plus the Associate Dean and Dean serving as ex-officio members.

B. Responsibilities

The committee will serve in an advisory capacity to the Dean related to strategic planning, implementation, and related resources. Responsibilities include, but are not limited to, review, modification, and coordination of the College's strategic planning and implementation processes, as well as ensure integration of budgeting and planning.

(Bylaw changes on elections approved by faculty, March 2011)

Elections

Candidacy for standing committee membership is open to all faculty members who are employed on a full-time contractual basis within the College of Business, excluding deans and department chairpersons. The nomination and election of departmental representatives should be done at the departmental level, whereas the nomination and election of an at-large representative is done at the college level. To nominate a faculty member for a committee or an at-large position, the nominator should inform the potential nominee ahead of the election. The nominee should seek information about the function of that committee and the current member(s) on that committee. This gives the potential nominee a better understanding of the committee. Self-nomination is also allowed. After the nominator has received permission from the nominee, then the name of the nominee or the name of the self-nominee is submitted to the departmental chair if it is for electing representatives serving on the COB committees, or to the Faculty Chairperson if it is for electing at-large members serving on the COB committees.

Voting on departmental representatives to standing committees is the sole province of faculty members who are employed on a full-time basis within the respective academic departments.

Elections for representatives to the standing committees must be conducted in the spring semester of each year for representatives who will serve as committee members in the following academic year.

Department chairpersons must provide the Secretary of the faculty with the names of the elected department representatives by the end of the spring semester. To the extent that this responsibility is not carried out, the affected department(s) will forfeit the right to be represented on the respective committee(s).

Reporting

Committee chairpersons must report to the College of Business faculty on committee activities during the academic year. This report should be made during the final College meeting of the academic year.

Standing committees should distribute minutes of meetings to all members of the College of Business faculty in a timely manner.

Committee members are expected to keep their departmental colleagues informed of committee activities and seek their guidance.

AMENDMENTS

The College of Business Bylaws can be amended by a simple majority vote of the College's full-time faculty.

Revised 10/26/05

OBJECTIVES AND STANDARDS

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Objectives and standards for teaching, research, and service have been established to guide the efforts of faculty members in directions that are consistent with the mission of the College of Business and with the manner in which faculty members will be evaluated for purposes of reappointment, promotions, tenure, and merit pay.

TEACHING OBJECTIVES AND STANDARDS

The mission of the University of Southern Indiana College of Business is to provide general business and accounting education to students primarily from the Tri-State region. The college also has a mission to prepare students to contribute to the economic, educational, and social development of this region.

OBJECTIVES

To accomplish our mission, we have objectives in knowledge, skills, and attitudes. Our students should have knowledge of the broad range of business topics included in our curriculum. Our students should be skilled in decision making, oral and written communication, leadership, and the ability to work in teams. Our students should also develop attitudes consistent with professional managers and educators. These would include a commitment to producing value for all stakeholders, a propensity for innovation, and an understanding of and commitment to ethical standards of professional conduct.

STANDARDS FOR EVALUATION

Evaluation of teaching performance will be based on multiple measurements including an assessment of methods, student evaluations, and outcome measurements. The Dean of the College of Business will direct the administration of the common student evaluation instrument. Individual faculty members are responsible for providing additional information to be used in evaluating teaching effectiveness.

Faculty members will be more positively evaluated if they use teaching methods that give the students the opportunity to perform tasks that help them build skills necessary to effective management. Some examples are writing reports, making oral presentations, problem-solving assignments, and team projects. The essential ingredients in these methods are the requirement for students to perform tasks similar to those they will perform in the workplace and that constructive feedback be given.

Student evaluations will be required every semester of all faculty in accordance with University and College of Business policies. Student evaluations will be administered in all classes taught in the fall and spring semesters. All faculty are encouraged to give short mid-course student evaluations during the semester for self-evaluation and course improvement.

Value-added or output measures are strongly encouraged. These can be pre-test/post-test results, scores on national tests, and completed student assignments. Instructor designed tests should have departmental approval for use in evaluating teaching effectiveness. Grading distributions for all classes will be considered for evidence of appropriate performance expectations and standards.

All faculty will be required to submit course syllabuses and examinations for all courses taught. Department Chairs will receive reports on all student evaluations administered during the previous year.

Faculty members are encouraged to submit a portfolio of materials representing their teaching objectives, methods and outcomes. Portfolio contents will differ from one faculty member to another but may contain such materials as a personal statement of teaching objectives and methods, observation reports by peers and department chairs, videotapes of teaching, results of informal mid-course student evaluations, unsolicited letters from former students, student handouts, graded student papers and assignments, and results of pre/post testing or other output tests.

Faculty members will be evaluated on the basis of evidence of successful teaching. This will include effective methods, challenging assignments, curricular or pedagogical innovations, student evaluations, and grading.

Accomplishment of the College's teaching mission requires curricular coordination and overall evaluation of student learning. The College's Teaching, Learning, Assessment, and Curriculum, and Graduate Committees are charged with assuring that the curriculum is designed to achieve objectives in knowledge, skills, and attitudes. The College's administration is charged with measuring achievement of our objectives through faculty evaluation and periodic administration of content and skill assessments. This information will be used by the faculty and administration for continuous improvement of student learning.

RESEARCH OBJECTIVES AND STANDARDS

The mission of the University of Southern Indiana College of Business is to provide general business and accounting education to students of the Tri-State region. The College also has a mission to provide professional services and expertise to improve the welfare of this region and its people. Research is a necessary component in the development of faculty knowledge and skills required to carry out these missions.

OBJECTIVES AND PRIORITIES

Research leads to teaching that is better informed, better executed, and more current in its application of management theory. As a college with an emphasis on general business education at the undergraduate level, we have a primary interest in published, applied research. Our mission also

requires that some faculty be engaged in research that can be applied to the development of this region. Our second priority is for research directed toward instructional development. We recognize the contribution that basic research makes to our disciplines; but in view of the College's mission and resources, it is our third priority.

Teaching competence is based primarily on extensive and current knowledge of the teacher's field of instruction and expertise in the application of that knowledge in businesses and other organizations. Research is the primary method by which faculty members develop this knowledge and expertise throughout their careers. Consequently, all faculty members should be engaged in research related to the application of knowledge in their field.

Research may also be directed toward instructional development. Such research is consistent with our mission as a teaching institution and may be a part of any faculty member's research efforts. For purposes of tenure and promotion, however, the total body of finished research should include some evidence of knowledge in one's field.

STANDARDS FOR EVALUATION

Every academically-qualified faculty member must have an ongoing, validated record of professional activity and research that documents professional development. This activity should include written products, such as journal articles, conference proceedings, presentations, cases or other scholarly work produced at reasonable intervals.

- For annual evaluation or reappointment purposes, satisfactory performance would be one written product a year. In cases of extended projects, such as books or large-scale empirical studies, faculty members should be able to show work-in-progress so that department chairs can evaluate the work done over the previous year.
- For purposes of tenure and promotion to associate professor, satisfactory performance would be, on average, one product a year, with a minimum of three refereed journal articles in five years.
- For promotion from associate professor to professor, satisfactory performance would be on average, one product a year, with a minimum of four refereed journal articles beyond those that were considered in attaining the current rank. (Revised 6/2009)

Professionally-qualified faculty will have a higher teaching load than academically-qualified faculty and a correspondingly lower research requirement. Satisfactory productivity would be two publications every five years.

For purposes of tenure and promotion, research is evaluated over a fairly long period of time, five years or longer. A faculty member's research record should show evidence of development. For example, a faculty member might produce two or three conference papers relating to a topic area and culminate his or her study with a journal article. Annual performance reviews should be conducted with recognition that the evaluation cycle does not necessarily match the work cycle. Performance reviews should evaluate evidence of productivity in the context of past performance and work-in-progress.

Refereed journal articles are evidence of quality research. Publication of journal articles is necessary for professional mobility. While conference papers may report work-in-progress, journals require more well-developed ideas and methods. For these reasons, a faculty member being evaluated for tenure or promotion should have a consistent record of published refereed journal articles or equivalent publications which are clear evidence of professional competence.

The teaching load and resources available both limit the amount of time faculty members can devote to research and the scope of that research. Consequently, while we will encourage and applaud successful publications in the most selective journals with the widest audiences, our expectation is that most publications will appear in journals of moderate selectivity, journals for specialized audiences (including practitioner audiences), and journals which publish applied research. In cases where faculty members' research products are mainly conference proceedings, special scrutiny will be given to the level and selectivity of the conferences where presentations have been made.

Applied research that extends the boundaries of knowledge specific to the development of this region is consistent with the mission of the University. Furthermore, applied regional research contributes to faculty development. However, while such research is encouraged, it should not constitute any faculty member's total contribution to scholarship.

Faculty members presenting unrefereed, applied, regional research for evaluation must demonstrate that it is of high quality. The most direct method of demonstrating quality for unpublished applied research is providing the completed research product for evaluation by departmental, college, and university committees and administrators. Faculty members may also request that the Dean arrange for outside peer evaluation.

Since our primary interest is in faculty development, we encourage joint research, including cross-disciplinary research. Those whose major research output consists of collaborative research should document their individual contributions.

SERVICE OBJECTIVES AND STANDARDS

The mission of the University of Southern Indiana College of Business is to provide general business and accounting education to students from the Tri-State region. The College also has a mission to provide professional services and expertise to improve the welfare of this region and its people. Faculty service activities should be directed primarily toward these ends.

OBJECTIVES AND PRIORITIES

The standing committees of the faculty of the College of Business are essential to the accomplishment of our educational mission. Active participation in these committees and such ad-hoc committees as may be necessary to the College are a high priority of faculty members. In a similar manner, Department committees and University committees are necessary to our teaching mission; and it is important for College of Business faculty to participate in them.

The University of Southern Indiana is committed to service in the economic, cultural, and social welfare of the region. College of Business faculty are uniquely qualified for some aspects of this mission. Community service, especially community service in which the professional qualifications of business faculty members are employed, has a high priority.

Regional, national, and international professional organizations contribute to increasing knowledge, curricular innovation, and individual development. Professional activity on behalf of these organizations contributes to both our educational and service missions, and every faculty member is strongly encouraged to be an active participant in at least one professional organization.

STANDARDS FOR EVALUATION

Over the period of years for which tenure and promotion decisions are made, every faculty member should be able to document service contributions to the College or University. Mere membership on committees is not sufficient evidence of contributions. Faculty members should be able to relate or demonstrate their individual contributions to the continued development of the College or University.

In addition to College or University service, all faculty members should be able to document at least one other area of community or professional service in which they have had an active role. Satisfactory performance requires both internal and external service activities. Excellent performance will be characterized by leadership roles in some of these service activities.

ANNUAL EVALUATIONS

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All faculty members will develop an annual development plan in the Fall semester of each academic year. In addition, all faculty members will submit an annual report in the Spring semester of each academic year. Using both the annual plan and the annual report, all College of Business faculty will be evaluated annually by their department chairpersons. Chairpersons evaluate using the standards described in the previous section. The form on the following pages is used to communicate the evaluations and to serve as a permanent record of the evaluation.

COLLEGE OF BUSINESS EVALUATION FORM

Name _____ Department _____

Field _____ Rank _____

Years of Credited Service _____ Tenure Status _____

TEACHING

Does the faculty member give students assignments, which are aimed at skill development?
Describe the assignments.

What is your assessment of the faculty member's student evaluations? List areas of strength and weakness.

What other evidence is there of effective or ineffective teaching?

What is your assessment of the faculty member's effectiveness in assisting students on a one-on-one basis outside of class?

Evaluate the faculty member's advising effectiveness in terms of availability and helpfulness.

What recommendations do you have for the faculty member to improve his or her effectiveness in teaching?

What is your overall evaluation of this faculty member's teaching?

Level 5 _____

Level 4 _____

Level 3 _____

Level 2 _____

Level 1 _____

Level 5 is reserved for those faculty who are engaging the students in skill building activities, have at least some cafeteria student evaluations in which the majority of mean responses for both elective and required questions are at 3.7 or above, are available and effective in helping students outside of class, and are effective advisors.

Level 4 is to be given to those faculty who have strengths in at least two of the four areas of evaluation; skill building assignments, student evaluations, helping students, and good advising; and who are not seriously deficient in other areas. Performance at this level or above is expected of faculty being recommended for tenure or promotion.

Level 3 is to be given to those faculty who do not meet the standards defined in level 4, but who have strengths in at least one area and show improvement from past rating periods.

Level 2 is to be given to professors who have a serious deficiency in one or more of the areas of evaluation, or who do not have identifiable strengths in any of the areas, and who show no appreciable improvement from past rating periods. A serious deficiency in cafeteria student evaluations occurs when a majority of ratings in either elective or required questions have means below 3.0.

Level 1 is reserved for those faculty whose teaching performance is seriously deficient and who, in your opinion, if not tenured, should not be renewed because of poor performance in teaching.

RESEARCH

Does the faculty member have an active program of research? Describe that research program.

Does the faculty member show a high level of competence in scholarship, or is there evidence of continuous development? Describe how this high level of competence or continuous development has been demonstrated.

List the research products completed by the professor over the past year.

Describe other scholarly activities which have a bearing on your evaluation of the faculty member's research. Other activities include, but are not limited to, assisting colleagues in research, involving students in research, participating in professional organizations as a referee, discussant, track chair, or officer.

What recommendations do you have for the faculty member to improve his or her effectiveness in research?

What is your overall evaluation of this faculty member's research?

Level 5 _____

Level 4 _____

Level 3 _____

Level 2 _____

Level 1 _____

Level 5 is reserved for those faculty members whose research output has been two or more products over the past year, whose work shows evidence of quality or development through publication of at least one refereed journal article or equivalent publication during the past year, and who participate in the advancement of scholarship through some collegial activities.

Level 4 is to be given to those faculty members who have produced at least one research product over the past year, who have shown development through submission of at least one article to a refereed journal during the past year, and who are participating in collegial scholarship activities. To be eligible for promotion or tenure, faculty members must perform at level 5 or 4 for most of the years which are under evaluation for the tenure or promotion decision, and have published at least two refereed journal articles or equivalent publications.

Level 3 is to be given to those faculty members who do not meet the standards of Levels 4 or 5, but who have produced some tangible research output during the past year.

Level 2 is to be given to those faculty members who can show evidence of research activity during the past year, but who have not published or presented a conference paper in that period.

Level 1 is reserved for those faculty who cannot demonstrate evidence of significant scholarly activity over the past year and who, in your opinion, if not tenured, should not be renewed because of lack of demonstrated effort in research.

SERVICE

Has the faculty member been a contributing member of College of Business or University committees over the past year? Describe those contributions.

Has the faculty member made professional contributions to benefit the welfare of the Tri-State region over the past year? Describe those contributions.

Has the faculty member participated in the activities of one or more professional organizations in her/his fields of teaching and research? List the organizations and activities.

Has the faculty member provided leadership in any of these activities? Please describe that leadership.

What recommendations do you have for the faculty member to improve his or her effectiveness in service?

What is your overall evaluation of this faculty member's service?

Level 5 _____

Level 4 _____

Level 3 _____

Level 2 _____

Level 1 _____

Level 5 is reserved for those faculty members who have made contributions in at least two of the three areas of service-- college or university, professional service to the community, or service to a professional organization--and who have clearly provided leadership in at least one of those areas.

Level 4 is to be given to those faculty members who have made service contributions in at least two of the three areas, but have not provided leadership in any, or those who have been active in only one area but have provided leadership in that area.

Level 3 is to be given to those faculty members who have been active in only one area, and who have not been in leadership roles. Performance at this level or above is expected of faculty being recommended for tenure or promotion.

Level 2 is to be given to those faculty members who have no service record beyond College of Business committee work.

Level 1 is reserved for those faculty members who have no service record beyond College of Business committee work, and who have made little contribution to the committees on which they have served.

Department Chairperson's signature _____

Date _____

I have read this evaluation and discussed it with my department chairperson. (Faculty members may attach a written response.)

Faculty member's signature _____

Date _____

STUDENT EVALUATIONS

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All classes taught by College of Business faculty during the regular academic year must be evaluated by the students using a form that is standard for the entire university. These evaluations become part of faculty members' permanent files and are used in reappointment, promotion, merit pay, and tenure decisions. The student evaluations are not, however, the sole basis of evaluation. (See TEACHING OBJECTIVES AND STANDARDS)

This space reserved for the Scantron Evaluation Form TEACHING IMPROVEMENT
ACTIVITIES

Activities designed to improve teaching in the College of Business are within the duties of the Teaching, Learning, Assessment, and Curriculum Committee. These activities may include, but are not limited to, the following areas:

1. Teaching improvement workshops.
2. Teaching improvement seminars.
3. Teaching Colleague Programs.

Teaching improvement activities will be included in the annual report of the Teaching, Learning, Assessment, and Curriculum committee.

RESEARCH IMPROVEMENT ACTIVITIES

Activities designed to improve research in the College of Business are within the duties of the Faculty and Student Affairs Committee. These activities may include, but are not limited to, the following areas:

1. Research Workshops (brown-bag discussion)
2. Research Seminars (half-day or full-day program)
3. Research-Colleague Programs (voluntary program in which participants are matched in pairs in order to aid each other in a research-improvement agenda)

Research improvement activities will be included in the annual report of the Faculty and Student Affairs Committee.

COLLEGE OF BUSINESS GUIDELINES FOR SYLLABUS DEVELOPMENT

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All syllabi in the College of Business must meet the following criteria.

1. Individual faculty are responsible for the content, format, and implementation of the syllabi in the courses they are assigned to teach.
2. Syllabi should set out the course content that must be covered by any faculty teaching a section of that course.
3. Syllabi should highlight the content that demonstrates that AACSB standards are being addressed, including, but not limited to diversity, ethics, and international issues.
4. Syllabi should reflect reasonable goals, objectives, and the means by which those goals and objectives can be met. Correlations between course objectives and evaluation and assessment should be demonstrated in the syllabus.
5. Syllabi should be flexible enough that faculty can accomplish what is stated on the syllabi.
6. Syllabi should give clear instructions and descriptions of skill-building assignments.
7. Syllabi should contain language that informs students of their academic responsibilities.
8. Syllabi should contain language that reserves the right to make reasonable changes subject to reasonable notice.
9. Syllabi should not be so rigid that creativeness and improvement are discouraged.
10. Faculty should view syllabi as a promise or commitment to the students.

A minimum amount of information should be present in all syllabi provided in courses offered by the College. The major areas of information to be included in a syllabus are as follows:

1. Course information: Course title, course number, prerequisites, and days and hours class meets.
2. Instructor information: Full name, title, office location, office phone number, e-mail address, and office hours.
3. Text, readings, and materials.
4. Course description/objectives
5. Schedule of Topics
6. Course policies - The following topics are suggested: attendance/lateness, class participation (explaining if/how participation will be graded), missed exams or assignments, academic dishonesty, available support services (i.e. learning centers, lab hours, tutors and disability support services)
7. Grading and evaluation: Clear criteria should be provided. The evaluation criteria should reflect the importance of course objectives and goals.

All faculty members must submit syllabi to the Dean of the College of Business for each class taught each semester. Syllabi must be submitted within one week of the start of class each semester.

COLLEGE OF BUSINESS FACULTY DEVELOPMENT POLICIES

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OBJECTIVES

The following policies and practices serve as general guidelines to faculty members in the College of Business with the intent of continuously improving the quality and quantity of research output and other scholarly activities.

FACULTY DEVELOPMENT PLAN

All faculty will prepare and submit an annual development plan to their respective department chair. Faculty will identify scholarly projects on which they are working, anticipated outcomes, planned attendance at conferences, projected costs, and assistance required of student workers.

In order to increase the intellectual contributions of the faculty, more emphasis will be placed on the development of faculty research plans. This should be accomplished by the particular department chairs through discussion with every faculty member of their research accomplishments, plans, and resource needs.

Additional resources, such as stipends and release time, will be provided to faculty who are attempting to develop their research programs. In particular, one or more summer stipends should be added which would be earmarked for such faculty.

As stated previously, a faculty research colleague program, similar to the Teaching Colleague Program, will be initiated by the Faculty and Student Affairs Committee

All faculty are encouraged to attend and/or participate in at least one professional meeting per year, and will receive travel support for that meeting.

FACULTY DEVELOPMENT FUND

To help research-oriented faculty be more productive and also encourage those that are not as research oriented, a faculty development fund for all COB faculty will be created. Each faculty member will be allocated \$200 to assist in his/her research efforts. The faculty member will be responsible for spending the money in a way that will increase his/her research efforts (e.g. attend extra conferences, purchasing software, student workers, travel, professional dues, journals, etc.). A list of approved uses will be generated by the Faculty and Student Affairs Committee.

SUMMER FELLOWSHIPS

Each spring, the College of Business will award up to two teaching summer fellowships, two summer community engagement fellowships, and two research fellowships.

STUDENT WORKERS

Each semester, faculty members may apply to their Dept. Chair for the assistance of a student worker. In some cases, an assistant is assigned for a limited time, and in other cases, the student worker is assigned for an unlimited time to work on a specific project. Student workers will primarily assist faculty in library research, data collection, data analysis, and other clerical functions.

OTHER RESOURCES

Faculty are encouraged to work informally with their colleagues, including those in other business disciplines, to identify mutual research interests and support scholarly activities.

(Updated May 2008)

RECOGNITION OF FACULTY

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The *Dean's Awards for Excellence in Teaching, Research and Service* shall be awarded annually to eligible full-time members of the faculty. The awards are intended to recognize faculty members who have made outstanding contributions to the mission and goals of the College of Business.

Awards Policies:

1. Evaluation Period: January to December (in keeping with the annual review process)
2. The Dean's Award for Excellence are granted for the following activities:
Teaching Research Service
3. The maximum number of faculty awards which may be granted annually (if qualified candidates are identified) in each activity area is:
Teaching (1) Research (1) Service (1)

Membership of Awards Committee:

4. The membership of the Dean's Award for Excellence shall be comprised of the members of the College of Business Faculty and Student Affairs Committee (FASA). The FASA shall make recommendations to the Dean who is ultimately responsible for the final selection of the recipients of the awards.

Award Nominations:

5. The chair of the FASA will announce the solicitation of nominations.
6. Nominations for each award can be submitted by the nominee, peers or student organizations.

Application Process:

7. The chair of the FASA will notify candidates of their nomination. Candidates for the three awards will have two weeks to submit the appropriate documentation to qualify for consideration.
8. Documentation to be submitted for consideration for the **teaching award** includes a vita, three years of student evaluations, relevant syllabi, a teaching philosophy and a short

narrative (no longer than two pages) detailing how the candidate's teaching activities have contributed to the College of Business's mission and learning outcome goals.

9. Documentation to be submitted for consideration for the **research award** include a vita and copies of research published during the award period and a short narrative (no longer than two pages) detailing how the candidate's research activities have contributed to the College of Business's mission and accreditation goals.
10. Documentation to be submitted for consideration for the **service award** include a vita and a short narrative (no longer than two pages) detailing the service activities and what role the candidate played. In addition, the narrative should address how the service activities contributed to the College of Business's mission and vision.

Award Criteria:

11. Criteria for the **teaching award** will include, but are not limited to, the following:

- linkage to COB learning outcome goals
- demonstrated linkages to specific course objectives
- evidence of teaching innovations
- assurance of learning initiatives
- evidence of student-centeredness
- excellence in course delivery
- excellence in course development
- creativity in the teaching process to advance student learning
- service to students (including, but not limited to, career advising, mentoring, and supervising internships)
- excellence in advising
- self-development activities undertaken that relate to teaching
- presentations on teaching (e.g., on teaching methodology/innovations) made at professional meetings
- other best practices consistent with the COB mission.

12. Criteria for the **research award** will be based on the following prioritized criteria, with consideration of the significance and impact of the research to the discipline and consistency with the COB mission:

- a. Accepted refereed articles
- b. Published textbooks
- c. Accepted non-refereed articles
- d. Proceedings (National)
- e. Published textbook chapters
- f. Proceedings (Regional)
- g. Published cases

In addition, the following activities will be considered for the research award:

- success in acquiring external funding in research
- involvement in professional/scholarly publications, such as serving as editor or a reviewer for professional/scholarly publications
- participation in professional associations or scholarly society events/activities
- recognition through invitations to speak or to present at scholarly events

13. The criteria for the **service award**, in accordance with the COB mission, are as follows:

- contributions of exceptional merit and importance to department, college, university, profession (international/national, regional and state/local) and community
- offices held and duties performed
- relevance of service activity to the COB mission and goals
- outstanding service to students and/or student groups and organizations

Acknowledgement of Awards:

14. Awards will be announced by the Dean. The Dean's announcement will include a statement concerning the 'best practices' exhibited by each award winner. Outstanding contributions will be acknowledged through communications to the faculty and other relevant audiences.

Faculty Awards Calendar:

January	By January 31 the chair of the FASA will solicit nominations for the awards. The nomination deadline will be one week from notification.
February	The chair of the FASA will notify individuals of their nomination. Candidates will be given two weeks to submit applications. The FASA will evaluate the candidates' documents and make recommendations to the Dean by February 28 th .
March	The Dean's office will notify award winners and acknowledge their awards at the COB's Honors Day Program. The Dean's office will also disseminate informational communications concerning the contributions of the winners.

CURRICULAR CHANGES

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Curricular changes may be initiated by individual faculty members. Initiative for curricular change may also come from Department Chairpersons or the Dean. Whatever the origin all proposals for curricular change are reviewed at the departmental, College, and university levels. New degree programs and majors must be approved by the Indiana Commission on Higher Education. Proposals or petitions for new courses or course modifications must be made using a New Course Petition (to add a new course), Modification Petition (to modify a program or course or to delete a course), a New Curricular Program Petition (to initiate a new program), Routing for Approval of Experimental Special Course (often used to install a course for the first time), or a Graduate Course Development Slip (for any graduate course modification, addition, or deletion). Forms are available in the College of Business office.

UNIVERSITY OF SOUTHERN INDIANA COLLEGE OF BUSINESS
POLICY ON RECRUITMENT AND SELECTION OF FULL-TIME FACULTY

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1. All search and hiring processes will be carried out in conformity with University policies.
2. There will be a search and selection committee for every position, although the same committee may be used if a department is hiring more than one person during a year.
3. The Department Chair may head the committee or may appoint a chair. The Committee Chair is accountable for the work of the committee. Committees should include one member from outside the department doing the hiring.
4. All full-time positions will have a job description, be announced in USI Notes, and notices will be sent to a common list of Colleges.
5. All tenure-track positions will be nationally advertised.
6. Committees should contact references before inviting candidates for interviews. The committee should draw up a list of questions to be asked of references for all candidates.
7. Committees will ordinarily invite two or three candidates for interviews on campus, although the number is subject to budgetary constraints. All candidates should be interviewed by telephone before being invited to the campus. The purpose of this interview is to determine that parameters of the position, teaching load, salary, etc. are satisfactory. The committee should draw up a list of points to cover and questions to be asked of candidates during the telephone interview.
8. All candidates should make a presentation before the committee and other faculty who care to attend.
9. The decision to recommend an offer to a candidate will be made by the Department Chairperson in consultation with the committee and the Dean and is subject to approval from the President.
10. The role of the Dean is to advise the Chair, assure that policies are being followed, make salary determinations, and assist the committee in the visitation.

2012-2013 TRAVEL SUPPORT

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Faculty Development Travel taken from <http://www.usi.edu/provost/faculty-resources>.

- The Provost's signature is required for all out-of-state travel and when Faculty Development funding is requested.
- Faculty Development Travel Funds, provided through the Office of the Provost, are available to all full-time faculty members who present a paper or poster at a conference, actively participate in a workshop, or hold an office in an organization sponsoring a conference.
- Faculty Development monies are provided at the discretion of the Provost after college and/or department funding has been exhausted. Supporting documentation is required as indicated on the
- Effective for the 2012-2013 fiscal year, Faculty Development Travel funds will provide per full-time faculty member:

\$500 for Domestic Trips

\$700 for Non-Contiguous US International Trips

Maximum Yearly Allowance of \$1200

Part-time faculty are eligible for a maximum annual award of \$500 to support professional development travel. These funds are awarded on a first-come, first-serve basis. In order to qualify, part-time faculty must follow the same guidelines as those for the full-time faculty as mentioned above.

[Travel regulations](#) are to be reviewed prior to traveling, especially [International travel](#) policies and procedures for Study Abroad involving student programs/groups.

All faculty must complete their [Travel Reimbursement](#) form within 60 days following the last travel day of each specific travel date. Claims submitted after 60 days must be resubmitted to the financial manager and the Office of the Provost for approval. Attach complete documentation verifying travel expenses prior to forwarding to the Office of the Provost.

MILEAGE RATE CHANGE - EFFECTIVE IMMEDIATELY

From: Stanley, Susanne L

Sent: Friday, June 24, 2011

The State of Indiana has increased its mileage reimbursement rate to \$0.44 for each business mile driven. Therefore, effective July 1, 2011, the University of Southern Indiana will increase its mileage reimbursement rate to \$0.44 per mile for each business mile driven using a personally-owned vehicle.

IMPORTANT REMINDER: Review the following travel policies regarding business trips to distant cities/locations using your personal vehicle:

In addition to claiming mileage to a distant location, a traveler may be reimbursed a maximum of two days Per Diem allowance (a day each side of the business dates as determined by the best flight itinerary), two nights lodging (a night each side of the business dates as determined by the best flight itinerary), tolls and parking.

However, the total reimbursement for the mileage, lodging, per diem, tolls and parking may not be greater than the total cost of the best flight itinerary (available 30 days prior to departure), the cost of airport parking, and the cost of ground transportation.

If a traveler chooses to drive and not fly, and this decision results in additional days while in travel status, then the additional days are considered personal vacation time and are to be recorded as such. The traveler is still eligible for lodging costs and per diem allowance for these days as long as the request is in accordance with the previous paragraph.

Travel support from the College of Business Foundation Account will be allocated through the office of the Dean of Business as shown below. All travel will be approved by the Associate Dean.

All amounts are maximums and apply to allowable expenses properly documented.

- | | | |
|----|---|------------------|
| 1. | Presentation of a refereed paper(s) at a national or international conference: | \$1,100 |
| 2. | Presentation of a refereed paper(s) at a regional conference; Attending a conference as an officer of a professional organization, as a track chair, or as a paper discussant | \$ 550 |
| 3. | Attending a conference as an observer
(New doctorates or ABD during the first two years of employment) | \$ 330
\$ 660 |

Total support from the College of Business Foundation accounts for any faculty member will be limited to \$1,320 for the year.

Departments have travel budgets of \$400 per department member in addition to support from the Vice President's and Dean's offices. These funds are in addition to the faculty development funds of \$200 allocated to each faculty member, which may be used for travel at the discretion of the faculty member.

There may be circumstances when the College may gain an extraordinary benefit by having someone at a conference or workshop. Additional funding for these situations will be handled on a case-by-case basis.

REAPPOINTMENT GUIDELINES AND PROCEDURES
College of Business
University of Southern Indiana

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1. In order to be considered for reappointment to the College of Business, a faculty member must first make formal application. Application forms are available in the College of Business office. Completed applications should be submitted to the individual's respective Department Chairperson.
2. Recommendations on reappointments will be made at four distinct levels of the College of Business in the following order of occurrence: Department Personnel Committee, Department Chairperson, College Personnel Committee and College Dean.
3. An applicant for reappointment will be notified of his/her progress toward retention at two stages of the deliberative process. The applicant's Department Chairperson will provide feedback on the Department's recommendations and the Dean of the College of Business will provide feedback on the College's recommendations.
4. Reappointment to the College of Business is based upon an individual's accomplishments in the areas of teaching, scholarship, and service since the last employment review.* It is the responsibility of the applicant to verify that accomplishments have been made in the areas of teaching, scholarship, and service. Accordingly, an applicant for reappointment is advised to submit supporting evidence with his/her application. This evidence could include such documents as copies of published articles, letters of commendation, sample examinations, student evaluations, teaching schedules, committee reports, and vitae.

* Performance criteria for teaching, scholarship, and service can be found in the [College of Business Objectives and Standards](#) and the University Faculty Handbook.

TENURE GUIDELINES AND PROCEDURES
College of Business
University of Southern Indiana

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1. In order to be considered for tenure in the College of Business, a faculty member must first make formal application. Application forms are available in the College of Business office. Completed applications should be submitted to the individual's respective Department Chairperson.
2. Recommendations on tenure will be made at four distinct levels of the College of Business in the following order of occurrence: Department Personnel Committee, Department Chairperson, College Personnel Committee and College Dean.
3. An applicant for tenure will be notified of his/her progress at two stages of the deliberative process. The applicant's Department Chairperson will provide feedback on the Department's recommendations and the Dean of the College of Business will provide feedback on the College's recommendations.
4. Tenure in the College of Business is based upon an individual's accomplishments in the areas of teaching, scholarship, and service since the initial date of his/her appointment to a tenure-track position.* It is the responsibility of the applicant to verify that accomplishments have been made in the areas of teaching, scholarship, and service. Accordingly, an applicant for tenure is advised to submit supporting evidence with his/her application. This evidence could include such documents as copies of published articles, letters of commendation, sample examinations, student evaluations, teaching schedules, committee reports, and vitae.

* Performance criteria for teaching, scholarship, and service can be found in the [College of Business Objectives and Standards](#) and the University Faculty Handbook.

(Added 6/2009)

PROMOTION GUIDELINES AND PROCEDURES
College of Business
University of Southern Indiana

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1. In order to be considered for promotion in the College of Business, a faculty member must first make formal application. Application forms are available in the College of Business office. Completed applications should be submitted to the individual's respective Department Chairperson.
2. Recommendations on promotion will be made at four distinct levels of the College of Business in the following order of occurrence: Department Personnel Committee, Department Chairperson, College Personnel Committee, and College Dean. The file then moves to the University Promotions Committee and then to the Provost.
3. An applicant for promotion will be notified of his/her progress at two stages of the deliberative process. The applicant's Department Chairperson will provide feedback on the Department's recommendations and the Dean of the College of Business will provide feedback on the College's recommendations.
4. Promotion in the College of Business is based upon an individual's accomplishments in the areas of teaching, scholarship, and service since the initial date of his/her appointment to a tenure-track or tenured position*. It is the responsibility of the applicant to verify that accomplishments have been made in the areas of teaching, scholarship, and service. Accordingly, an applicant for promotion is advised to submit supporting evidence with his/her application. This evidence could include such documents as copies of published articles, letters of commendation, sample examinations, student evaluations, teaching schedules, committee reports, and vitae.

* Performance criteria for teaching, scholarship, and service can be found in the College of Business Handbook (Objectives and Standards) and the University Faculty Handbook.

(Bylaw changes approved by faculty, March 2011)

DEPARTMENTAL PERSONNEL COMMITTEES

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College of Business Personnel Committees formed for the purpose of evaluating and making recommendations on applications for reappointment, tenure, and promotion must

1. Consist of a minimum of three members. (Any faculty member who is chosen or elected to serve on a departmental personnel committee is obligated to do so.)
2. Exclude Department Chairs, department representatives to the College of Business Personnel Committee, and, in the case of promotion applications, the College of Business representative to the University Promotions Committee. (Any individual who is a candidate for promotion may not participate in the promotion review process at any level during the year of his or her candidacy.)
3. Consist of tenured faculty within the department only, and, in the case of promotion applications, at least one member holding the rank for which the applicant is applying, or a higher rank.
 - a. In the event that there are fewer than two tenured faculty within the Department, no department personnel committee will be formed. The application will be reviewed and evaluated by the Department Chair then forwarded to the College of Business Personnel Committee.
 - b. In the event that there are only two tenured faculty in the Department, both shall serve, and they shall select an additional member from the tenured faculty within the College of Business to form a committee of three members.
 - c. In the event that there are three or more tenured faculty in the Department, the Committee shall consist of all such faculty.
4. Elect, at the first meeting, one member to serve as committee chair

COLLEGE OF BUSINESS
BOARD OF ADVISORS

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The College of Business has established the Board of Advisors composed of business leaders and specialists who are acquainted with the needs of the community and the needs of commerce. The Board of Advisors exists to provide channels for communication between the College of Business and the business community; to participate with and provide counsel to the College of Business regarding objectives, strategies, goals, problems and opportunities; to advise the College in determining the direction of its instructional and non-instructional programs; to promote and participate in appropriate business-faculty-student interaction activities; to identify speakers from the business community for various College presentations; and to support the College in the development of various forms of financial resources.

A list of the current Board of Advisors can be found on our web site: <http://business.usi.edu/board/>