



## JMSB Participating and Supporting Faculty Policy

A **participating faculty member** has an ongoing relationship with the School and has regularly assigned duties that help the School achieve its mission beyond assigned teaching duties and include instructional, research and/or service activities. A **supporting faculty member** only engages in direct teaching activities: preparing, teaching, grading and holding office hours.

Instructional activities of a participating faculty member may include faculty development, publishing books and developing other pedagogical materials in the field, and program development. Examples of research activities of a participating faculty member include conducting and presenting academic research and participating in academic associations and meetings. A participating faculty member may perform service activities that include advising students and student organizations, participating in academic or professional associations, participating in the governance and curriculum development in the department, School or University, and providing service to the community as a representative of the School in the discipline. Additional, specific examples appear below.

### Examples of Participating Faculty Activities

#### Instructional activities

##### **1. Undertake faculty development**

- Attend School of Business teaching workshops (Pedagogy)
- Attend other workshops (Pedagogy)
- Integrate what Faculty know (academic knowledge and relevant work experience) into a framework for teaching
- Continuing development through sabbaticals
- Attend other development activities

##### **2. Publish books and other pedagogical materials in the field**

- Write and publish a textbook
- Write and publish a scholarly book
- Write and publish a book for use by practitioners
- Write a chapter in a scholarly book
- Publish a review of a scholarly book
- Write and publish articles in practitioner publications or the popular press
- Publish a pedagogical case with instructional materials
- Publish other publicly available pedagogical items
- Develop and publish instructional software

##### **3. Undertake program development**

- Design and develop curriculum and programs
- Create learning goals for courses and programs
- Assess learning outcomes
- Participate in course coordination meetings
- Collaborate with other faculty in related governance
- Attend discipline specific workshops (not pedagogy)
- Develop course content

## Research activities

### **1. Conduct academic research**

- Engage in academic research
- Coordinate through collaboration with peers/colleagues in research
- Publish in peer-reviewed quality academic journals and other research publications
- Develop publicly available research working papers in field
- Write research monographs in the field
- Conduct research directly tied to the needs of the local and regional economy
- Publish papers in proceedings from scholarly meetings in the field

### **2. Participate in academic/professional meetings**

- Make presentations or be session chair at professional/academic meetings in the field
- Attend discipline-specific academic conferences
- Present papers at internal (University, School, department) faculty research seminars/workshops in the field

### **3. Conduct research that results in obtaining patents in related field**

## Service activities

### **1. Provide student advising**

- Provide support to academic advising
- Advise Student Business Fraternity
- Advise Student Professional Clubs

### **2. Provide academic service**

- Hold office in a regional, national, or international professional or academic organizations in the field
- Participate in committee/task group service in a regional, national, or international professional or academic organizations in the field
- Faculty must have regular attendance and active involvement in departmental meetings and activities
- Be an Editor, member of the editorial board, or act as reviewer for one or more academic journals and academic conferences
- Serve on Committees that set academic policy

### **3. Provide service to the University**

- Involvement in faculty governance
- Serve in an administrative role within the School such as department chair
- Work on University, School and Department committees and other advisory groups
- Participate in Department and School meetings
- Provide input for program delivery

### **4. Provide community service as a representative of the School**

- Work on Federal Government funded projects
- Participate in State of Oklahoma or Texas initiatives
- Contribute to Local Government efforts
- Involved with the local business and professional community