

List of Intellectual and Professional Activities for Faculty Qualifications

Faculty and lecturers should use this list as a guideline for understanding what intellectual and professional contributions count toward a specific faculty qualification status. For details on each category, refer to the [CBE Policy on Faculty Qualifications and Engagement](#).

Point System for Intellectual and Professional Contributions

The categories of intellectual contributions (A, B, C) and professional contributions (D) are listed below. The associated point system by contribution category is summarized here.

	SA	PA	SP	IP
Relevant Contribution Categories	A, B, C	A, B, C, D	A, B, C, D	D
Points Required from Specific Categories	At least 4 points from category A	At least 3 points from category D	At least 2 points from categories A-C	2 points from category D
Minimum Total Points	6	5	4	2

Intellectual Contributions

All contributions must be in the faculty member or lecture's discipline or industry, or related to the faculty member or lecture's areas of teaching.

Category A (2 points each)

Peer-reviewed¹ journal articles in the faculty member or lecture's discipline or industry, or related to the faculty member or lecture's areas of teaching, which must:

- Contribute to understanding real world business or economic issues, advancing knowledge in a particular field through original research, and/or promoting creative pedagogy
- Be published in non-predatory journals² that have a proven peer-review process, an acceptable rate of denial, a robust impact factor, and a reasonable indication of quality.

¹ Peer review is defined as "a process of independent review prior to publication of a faculty member's work by an editorial board/committee widely acknowledged as possessing expertise in the field." The peer review should be independent; provide for critical but constructive feedback; demonstrate a mastery and expertise of the subject matter; and be undertaken through a transparent process notwithstanding that the individuals involved may be anonymous. Such a review ensures that the work is subjected to the expected "scrutiny by academic peers or practitioners prior to publication." (AACSB, Eligibility Procedures and Accreditation Standards for Business Accreditation, 1/31/08, p. 25).

Category B (2 points each)

- Publication of a scholarly book (first edition) that involves original research and is published by a university press or academic publisher
- Publication of a professional book (first edition) that is able to attract reviews in national publications
- Publication of a trade book (first edition) on a topic that is able to attract reviews in national publications
- Publication of a textbook (first edition) that synthesizes elements of a faculty member's discipline, and is published by a higher education commercial publisher
- Publication of a case study that involves original research and is published in a peer-reviewed journal
- Publication of a book chapter in a scholarly book published by a university press or academic publisher.

Category C (1 point each)

- Writing non peer-reviewed academic, professional, pedagogical, or trade journal articles
- Writing non peer-reviewed cases and instructional materials published by a recognized publisher
- Publication of a manual, guide, or textbook supplement published by the same textbook publisher
- Publication of a paper in an official working paper series
- Publication of instructional software with manual published by a recognized publisher
- Writing a chapter in a new textbook or trade book
- Revision of a scholarly, professional, or trade book, or a textbook
- Awarded competitive research grant, fellowship or contract from a foundation, for-profit or non-profit organization including those internal to CSU and Cal State L.A.
- Authoring a publicly available consulting report or testimony to a branch or agency of the government
- Authoring a technical report that is published and distributed by a government agency, an established business entity, or a recognized publisher
- Presenting a paper at an academic conference
- Publishing an article, paper, or case in the proceedings of an academic conference
- Writing an invited or peer reviewed keynote, address, presentation, lecture, or colloquium at academic conferences or scholarly organizations
- Presenting a paper at faculty research panels, roundtables, seminars and workshops
- Participating as a panelist at an academic conference
- Publishing an article on business practice, research or other business-relevant area in newspapers with national or regional distribution or magazines/journals with a broad readership (or the online equivalent)
- Publishing an article in a circular or newsletter, or internally published articles
- Publishing a book review in a peer reviewed journal
- Being an editor of an academic PRJ
- Publishing an editorial or commentary in non-PRJ or newspaper or magazine
- Maintaining a publicly available website or web log that is updated regularly and linked at other significant sites
- Contributing a media quote on topic related to research or teaching in newspapers with national or regional distribution or magazines/journals with a broad readership (or the online equivalent)
- Developing approved new curricula, such as a new course, or new minor, certificate or executive education program

Professional Contributions

All contributions must be in the faculty member or lecturer's discipline or industry.

Category D (1 point each)

- For instructors, maintaining a full-time practitioner job relevant to area of teaching
- Ownership of an active business with substantial annual revenues
- Performing discipline-related private business consulting for over 100 paid hours
- Being an associate editor, co-editor, or editorial board member of an academic PRJ
- Being an editor, associate editor, co-editor, or editorial board member of a professional journal or publication
- Being an editor of professional or academic conference proceedings
- Participating as an AACSB Peer Review Team member
- Attending and completing AACSB training in various areas such as assessment, chairmanship, associate deanship, development, etc.
- Participating in a faculty internship (working full time for a business or discipline-related project)
- Being an officer in a national, regional or local professional association
- Active participation on committees for a national, regional or local professional association
- Presenting an invited keynote, address, or presentation at a professional or business organization
- Participation in professional events focused on business, management or related issues
- Attending business association conferences
- Serving an active role of significance or leadership position in a business, non-profit or community-based organization, e.g., board of directors
- Leadership in discipline-related public outreach activities
- Participation in other activities that place faculty in direct contact with business and other organizational leaders (e.g. speaking engagements)
- Maintaining an active professional certification or license
- Completing continuing professional education credits to maintain a professional license or certification
- Attending CETL training to improve teaching skills

These guidelines were approved by the CBE Strategic Management Group in fall 2017. As part of the CBE's culture of continuous improvement, this policy shall be reviewed periodically. Any proposed changes to the policy will be voted upon by the SMG and recommended to the Dean and Associate Dean.