

Requirements for Certification of Faculty
for Graduate Instruction

Strome College of Business

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I. Certification Procedure.

The following procedure should be used in the certification of faculty for graduate instruction.

1. The chair of each department in conjunction with the Area Coordinator or Graduate Program Director (GPD) should determine the departments need for graduate faculty.
2. The Department Chair is responsible for submitting the credentials (as specified below) of the candidates for graduate instruction to the chair of the Graduate Committee. The date of submission is March 31 in the Spring semester (for teaching in the following summer and fall semesters) and October 15 in the Fall semester (for teaching in the following spring semester).
3. The Standards and Procedures Sub-Committee will review the candidate's credentials and send a recommendation to the Graduate Committee concerning the certification of each faculty member. The Standards and Procedures Sub-Committee will make graduate certification recommendations by April 15 (Spring semester) and October 31 (Fall semester).
4. Certification of faculty is based on faculty productivity of the previous five years.
5. Graduate faculty certification is for five years.

II. Materials to be submitted to the Standards and Procedures Sub-Committee when seeking graduate certification.

1. The University Certification of Faculty for Graduate Instruction Form.
2. A curriculum vitae for the candidate. Each article that is not peer-reviewed should have an asterisk preceding the listing.
3. A statement from the candidate with supportive information relative to teaching a specific graduate course. (Required for Level III certification).
4. A statement from the Department Chair or Area Coordinator in the department or area where the candidate will teach, supporting the candidates application.

III. Certification Levels.

Faculty members may be certified for any one of the three categories of graduate instruction certification, as appropriate. According to the Faculty Handbook,

“Level I certification recognizes faculty who meet standards for scholarly and/or creative research productivity as specified by the college in which they are appointed. Faculty certified at Level I are eligible to participate in all levels of graduate education, including chairing and serving on doctoral dissertation committees and master’s thesis committees.

Level II certification recognizes faculty who are engaged in scholarly and/or creative activity, but who do not meet the minimum standards for Level I certification. Faculty certified at Level II are eligible to participate in selected levels of graduate teaching as defined by the college in which they are appointed. They may not chair doctoral dissertation or master’s thesis committees, although they may serve on these committees.

Level III certification recognizes faculty who possess a terminal degree but who, in lieu of measurable research activity, possess advanced professional expertise in a particular field. Faculty certified at Level III are eligible to teach specific graduate-level courses germane to their professional expertise. They may not chair doctoral dissertation committees or master’s thesis committees, although they may serve on these committees if their particular expertise is warranted with the approval of the department/school graduate committee, the college graduate committee, the dean or designee, and the provost or designee.”

(Policy: Certification of Faculty for Graduate Instruction, Revised and approved April 6, 2017).

Level I Certification

Allows the full-time faculty member to teach 500-800 level courses.

These full-time faculty members must have a terminal degree in their area of specialization. They must have an emphasis on basic or discovery scholarship, consistent with the definitions by AACSB or NASPAA.

The minimum requirements for certification at Level I are:

- Publication of a minimum of five peer-reviewed journal articles, of which one must be “basic or discovery scholarship” as defined in AACSB Standard 2 **OR**
- Publication of at least three peer-reviewed journal articles, of which one must be “basic or discovery scholarship” and a combination of three items from List A **OR** a combination of two items from List A and two items from List B:

Any full-time faculty member who has held a terminal degree for less than three years may be given Level I certification for up to three years.

List A

- ✓ Research monograph
- ✓ Scholarly book
- ✓ Chapter(s) in scholarly book
- ✓ Proceedings from scholarly National and International Meetings,
- ✓ Papers presented at scholarly National and International Meetings
- ✓ Funded research

List B

- ✓ Relevant, active, editorships with academic journals or other business publications
- ✓ Service on editorial boards or committees
- ✓ Leadership positions in recognized academic societies and associations
- ✓ Research awards
- ✓ Academic fellow status

Level II Certification

Allows the full-time or adjunct faculty member to teach 500-700 level courses.

These faculty members must have a terminal degree in the appropriate discipline.

The minimum requirements for certification at Level II are:

- Publication of a minimum of three peer-reviewed journal articles, of which one must be “basic or discovery scholarship” as defined in AACSB Standard 2 **OR**
- Publication of at least two peer-reviewed journal articles, of which one must be “basic or discovery scholarship” and a combination of two items from List A **OR** a combination of one item from List A and two items from List B

Level III Certification

Allows the full-time or adjunct faculty member to teach up to three 500-700 level courses that are germane to his/her area of expertise.

These faculty members must have a terminal degree in the appropriate discipline and demonstrate significant professional experience appropriate for a Practice Academic (PA) as defined by AACSB standards.

The minimum requirements for certification at Level III are:

- Publication of a minimum of four practice-oriented intellectual contributions as defined in AACSB Standard 2 **OR**
- Publication of a minimum of two practice-oriented intellectual contributions as defined in AACSB Standard 2 and two items from the following:
 - ✓ Consulting activities that are material in terms of time and substance
 - ✓ Faculty internships of significant duration
 - ✓ Development and presentation of executive education programs
 - ✓ Sustained professional work supporting qualified status
 - ✓ Significant participation in professional associations
 - ✓ Relevant, active service on boards of directors
 - ✓ Scholarly book editor

IV. Exceptional Certification

Note: Exceptional Certification should be reserved only for unusual cases.

In conformance with the Faculty Handbook, those faculty who do not possess a terminal degree, but who have been appointed in recognition of their exceptional scholarly or creative activity or their professional expertise, can be certified for graduate instruction. The Department chair or relevant supervisor must submit the Exceptional Certification of Faculty for Graduate Instruction form (Form T3) to the Office of the Provost and Vice President for Academic Affairs in accordance with the Faculty Handbook's Policy on Academic and Professional Preparation Requirements for Faculty.

For example, this exceptional certification may be used to graduate certify a faculty to teach a specific course who does not hold a terminal degree but who has advanced degree/certification in the appropriate field AND who demonstrates exceptional scholarly/creative activity, or significant recent professional experience that provides unique knowledge pertinent to the course.

This Certification may not be used to certify faculty for service on dissertation committees.

V. Exceptions to College Policy

Exceptions to the College graduate certification policy, such as for duration of certification and/or substitution of equivalent qualifications, will be granted only in extraordinary circumstances that must be documented in writing by the program and/or department/school. Such exceptions will require approval of the department/school committee, the College Graduate Committee, and the Dean/designee. In situations where the exception also applies to university policy, the exception must also be approved by the Provost/designee.

VI. Doctoral Dissertation Committees

To serve on a doctoral dissertation committee, Strome College of Business Faculty must be graduate certified. Only faculty certified at Level I can chair doctoral dissertation committees. Graduate faculty certified at Level II may serve on dissertation committees. Faculty certified at Level III may serve on dissertation committees if their particular expertise is warranted AND with the approval of the department/school graduate committee, the college graduate committee, the dean or designee, and the provost or designee. ODU faculty from outside of the Strome College of Business can serve on the dissertation committee if they are graduate certified at the appropriate levels in their respective colleges.

Adjunct and/or emeriti ODU faculty who are certified for graduate instruction at the appropriate level may serve as voting members of the committee upon the recommendation of the chair of the dissertation committee and approval of the GPD and the college dean or dean designee. External, adjunct, and/or emeriti faculty may serve in the role of dissertation committee co-chair if graduate certified at the appropriate level AND with the approval of

the GPD and the dean or dean designee. External, non-ODU faculty may serve on a doctoral dissertation committee if they have special knowledge of the dissertation topic area AND upon the recommendation of the dissertation committee chair and approval of the GPD and college dean or dean designee. All non-ODU faculty serving on doctoral dissertation committees should be certified by the Graduate Committee.