

**THE UNIVERSITY OF WEST FLORIDA  
COLLEGE OF BUSINESS**

**POLICY ON PARTICIPATING AND SUPPORTING FACULTY**

In keeping with the principles and standards associated with accreditation, the College ascribes to the AACSB principle of maintaining a faculty sufficient to provide stability and ongoing quality improvement for the instructional programs offered by the College. To ensure that all students receive instruction from appropriately qualified faculty, the College identifies the academic and professional qualifications of its faculty and also classifies its instructional faculty as “participating” and “supporting” with respect to the degree to which faculty are involved in matters beyond direct teaching responsibilities.

This policy is promulgated to define the terms “participating” and “supporting” as used in the College of Business at the University of West Florida.

**DEFINITIONS**

**Participating Faculty Members**

A participating faculty member actively engages in the activities of the school in matters beyond direct teaching responsibilities. Participating faculty members are considered to be long-term members of the faculty.

*Tenure-Track/Tenured Faculty*

Faculty who are hired as full-time, tenure-track faculty members are, by virtue of the conditions of their contract, participating faculty. Such faculty members are expected to engage in instruction, creative and scholarly activities, and university, community, and professional service. Participating status is designated for a period of one academic year, based on responsibilities and activities specified in the annual assignment letter.

*Non-Tenure-Track, Line-Item Faculty*

Non-tenure-track, line-item faculty members can be considered participating faculty based upon the extent to which they are a part of the life of the school.

For such faculty, the annual assignment letter should identify the activities in which the faculty member is expected to engage beyond direct teaching responsibilities, including expectations regarding maintenance of currency and involvement in professional development. Participating status is designated for a period of one academic year, based on activities specified in the annual assignment letter.

*OPS (non line-item) Faculty*

OPS (i.e., non line-item) faculty members can be considered participating faculty based upon the extent to which they are a part of the life of the school. For full- and part-time OPS faculty members, if participating status is to be granted upon initial appointment, the offer letter should note expectations and activities relative to the activities in which the part-time faculty member is expected to engage beyond direct teaching responsibilities. Additionally, the offer letter should identify expectations regarding maintenance of currency and involvement in professional development. Participating status is designated for a period of one academic year, based on activities specified in the offer letter.

Otherwise, for full- and part-time OPS faculty members to be considered participating, individuals must have

- 9 met expectations for quality of teaching in the College for a minimum of two semesters

**and** have accomplished at least three of the following activities per year:

- 9 provided career advising to students
- 9 conducted creative and scholarly activity outputs relevant to the teaching assignment (outputs must be publicly available)
- 9 served on a College committee
- 9 represented the College on a University committee
- 9 attended faculty meetings or otherwise participated in faculty governance
- 9 participated in curriculum development and/or decisions
- 9 participated in developing appropriate student learning experiences and outcomes
- 9 maintained office hours
- 9 attended at least one professional development activity relevant to the teaching field
- 9 performed professional services on behalf of the College of Business and relevant to the teaching assignment
- 9 other, as specified by department chair: \_\_\_\_\_

For full- and part-time OPS faculty members, participating/supporting status for subsequent appointments will depend upon assigned responsibilities and the individual's having participated in non-instructional activities during the previous year as noted above.

*Confirmation of Involvement in Activities Related to Participating Status*

For line-item (tenured, tenure-earning, and non-tenure track) faculty, an annual statement of contributions (vita update) is required in the annual evaluation process to report and document

activities relative to maintaining participating status.

For full- and part-time OPS faculty, an updated vita and departmental records will serve as the basis for documenting activities relative to participating status.

### **Supporting Faculty Members**

A supporting faculty member does not, as a rule, participate in the intellectual or operation life of the school beyond the direct performance of teaching responsibilities.

### **DISTRIBUTION**

It is expected that participating faculty members will deliver at least 75% of the College's annual teaching as measured by student credit hours. It is also expected that participating faculty members will deliver at least 60% of the teaching in each degree program and in each academic discipline. The College also strives to ensure that there is an appropriate distribution of teaching by participating faculty across instructional locations.

Approved by College Council: 1-23-07